Phyllis D. Mavis

MITCHELL COMMUNITY COLLEGE

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PERMANET PRAESTANTIA

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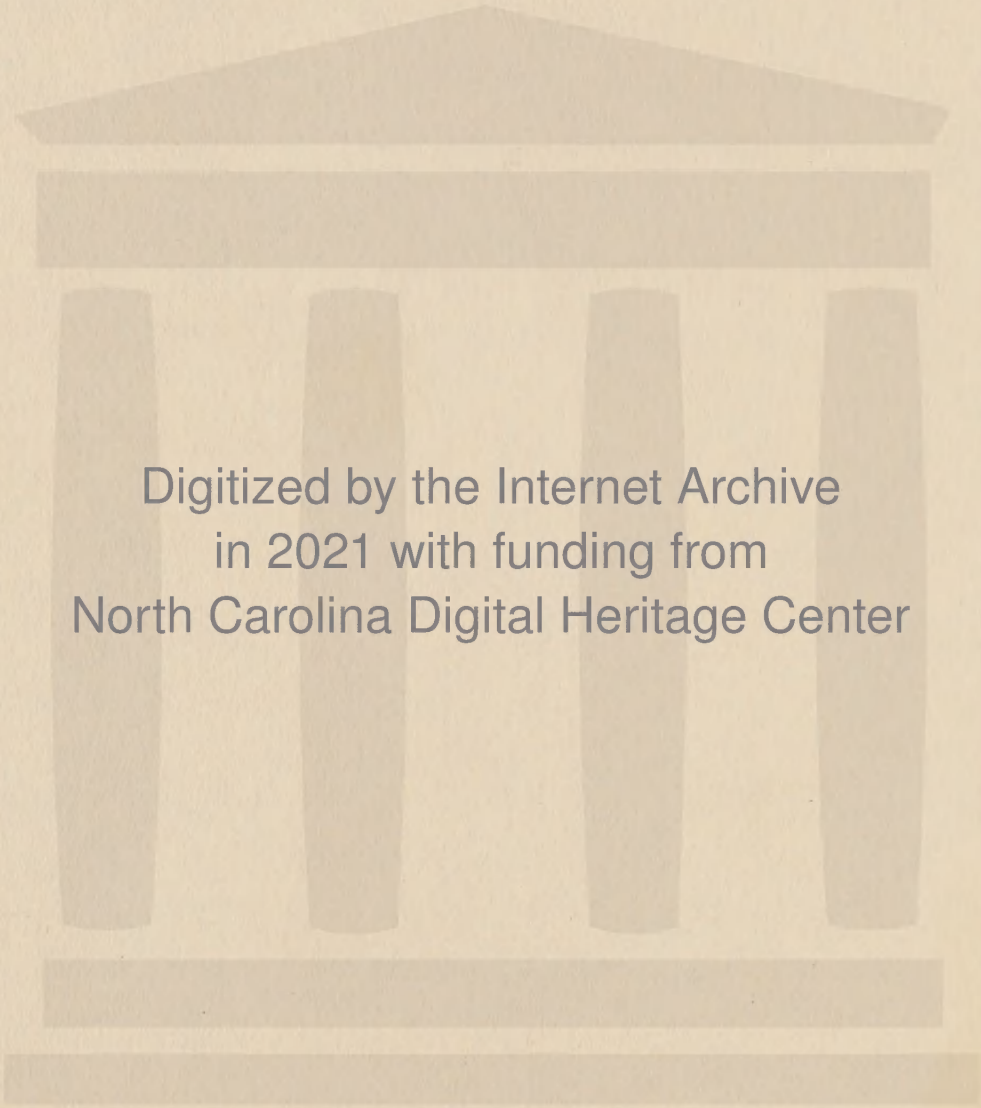
1852

STATESVILLE, N.C.

GENERAL CATALOG

1975 — 1976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Mitchell Community College Is An Equal Opportunity Employer

The College serves all students regardless of
race, color, sex, creed, or national origin.

MITCHELL COMMUNITY COLLEGE

GENERAL CATALOG

1975-76

ACCREDITED BY
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

STATESVILLE, N. C.

1852 – Chartered by Concord Presbytery
1856 – Began operations as Concord Female Seminary
1932 – Became coeducational
1973 – Became public community college

SERVING IREDELL COUNTY & NORTH CAROLINA FOR OVER ONE HUNDRED & NINETEEN YEARS

Mitchell Community College issues this catalog for the purpose of furnishing prospective students and other interested persons with information about the institution and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the college or the state. Efforts will be made to keep changes to a minimum, but changes in policy by the State Board of Education, the Department of Community Colleges, or by local conditions may make some alterations in curriculums, fees, etc., necessary.

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ACADEMIC CALENDAR 1975-76

SUMMER QUARTER 1975

June	9	Mon.	9:00 a.m.-3:00 p.m.	
			6:00 p.m.-9:00 p.m.	Registration
	10	Tues.	8:00 a.m.	Classes begin
	16	Mon.	4:00 p.m.	Last day to register or add classes
July	2	Wed.	10:00 p.m.	Holidays begin
	8	Tues.	8:00 a.m.	Classes resume
	21	Mon.		Midterm
	23	Wed.	4:00 p.m.	Last day to drop
Aug.	4,5,6,7,8	Mon.-Fri.	9:00 a.m.-3:00 p.m.	Preregistration
	27	Wed.	10:00 p.m.	Summer quarter ends
	28	Thurs.	4:00 p.m.	Faculty records day

FIRST SUMMER SESSION 1975

June	9	Mon.	9:00 a.m.-3:00 p.m.	
			6:00 p.m.-9:00 p.m.	Registration
	10	Tues.	8:00 a.m.	Classes begin
	11	Wed.	4:00 p.m.	Last day to register or add classes
	27	Fri.		Midterm
	30	Mon.	4:00 p.m.	Last day to drop
July	1,2	Tues.-Wed.	9:00 a.m.-3:00 p.m.	Preregistration
	3	Thurs.	5:00 p.m.	Holidays begin
	7	Mon.	8:00 a.m.	Classes resume
	17	Thurs.	10:00 p.m.	First session ends
	18	Fri.	4:00 p.m.	Faculty records day

SECOND SUMMER SESSION 1975

July	21	Mon.	9:00 a.m.-12:00 p.m.	
			6:00 p.m.-9:00 p.m.	Registration
	22	Tues.	8:00 a.m.	Classes begin
	23	Wed.	4:00 p.m.	Last day to register or add classes
Aug.	4,5,6,7,8	Mon.-Fri.	9:00 a.m.-3:00 p.m.	Preregistration
	8	Fri.		Midterm
	11	Mon.	4:00 p.m.	Last day to drop
	27	Wed.	10:00 p.m.	Second session ends
	28	Thurs.	4:00 p.m.	Faculty records day

FALL QUARTER 1975

Sept.	2,3	Tues.-Wed.	9:00 a.m.-4:00 p.m.	Faculty orientation
	4,5	Th-Fri.	9:00 a.m.-4:00 p.m.	Student orientation
	8,9	Mon.-Tues.	9:00 a.m.-3:00 p.m.	
			6:00 p.m.-9:00 p.m.	Registration
	10	Wed.	8:00 a.m.	Classes begin
	17	Wed.	4:00 p.m.	Last day to register or add classes
Oct.	17	Fri.		Midterm
	21	Tues.	4:00 p.m.	Last day to drop
Nov.	3,4	Mon.-Tues.	9:00 a.m.-4:00 p.m.	Preregistration
	25	Tues.	10:00 p.m.	Fall quarter ends
	26	Wed.	4:00 p.m.	Faculty records day

WINTER QUARTER 1975-76

Dec.	1	Mon.	10:00 a.m.-4:00 p.m.	Orientation new students
	2	Tues.	9:00 a.m.-3:00 p.m.	
			6:00 p.m.-9:00 p.m.	Registration
	3	Wed.	8:00 a.m.	Classes begin
	9	Tues.	4:00 p.m.	Last day to register or add classes
	19	Fri.	5:00 p.m.	Holidays begin
Jan.	5	Mon.	8:00 a.m.	Classes resume
	23	Fri.		Midterm
	27	Tues.	4:00 p.m.	Last day to drop
Feb.	9,10	Mon.-Tues.	9:00 a.m.-4:00 p.m.	Preregistration
March	2	Tues.	10:00 p.m.	Winter quarter ends
	3	Wed.	4:00 p.m.	Faculty records day

SPRING QUARTER 1976

March	4	Thurs.	10:00 a.m.-4:00 p.m.	Orientation new students
	8	Mon.	9:00 a.m.-3:00 p.m.	
			6:00 a.m.-9:00 p.m.	Registration
	9	Tues.	8:00 a.m.	Classes begin
	15	Mon.	4:00 p.m.	Last day to register or add classes
April	15	Thurs.		Midterm
	15	Thurs.	5:00 p.m.	Holidays begin
	20	Tues.	8:00 a.m.	Classes resume
	21	Wed.	4:00 p.m.	Last day to drop
May	10,11	Mon.-Tues.	9:00 a.m.-4:00 p.m.	Preregistration
	25	Tues.	10:00 p.m.	Spring quarter ends
	26	Wed.	4:00 p.m.	Faculty records day
	27	Thurs.	8:00 p.m.	Graduation

SUMMER QUARTER 1976

June	7	Mon.	9:00 a.m.-3:00 p.m.	
			6:00 p.m.-9:00 p.m.	Registration
	8	Tues.	8:00 a.m.	Classes begin
	14	Mon.	4:00 p.m.	Last day to register or add classes
July	1	Thurs.	10:00 p.m.	Holidays begin
	7	Wed.	8:00 a.m.	Classes resume
	20	Tues.		Midterm
	22	Thurs.	4:00 p.m.	Last day to drop
Aug.	2,3,4,5,6	Mon.-Fri.	9:00 a.m.-3:00 p.m.	Preregistration
	25	Wed.	10:00 p.m.	Summer quarter ends
	26	Thurs.	4:00 p.m.	Faculty records day

FIRST SUMMER SESSION 1976

June	7	Mon.	9:00 a.m.-3:00 p.m.	
			6:00 p.m.-9:00 p.m.	Registration
	8	Tues.	8:00 a.m.	Classes begin
	9	Wed.	4:00 p.m.	Last day to register or add classes
	25	Fri.		Midterm
	28	Mon.	4:00 p.m.	Last day to drop
July	2	Fri.	5:00 p.m.	Holidays begin
	6	Tues.	8:00 a.m.	Classes resume
	6,7	Tues.-Wed.	9:00 a.m.-3:00 p.m.	Preregistration
	15	Thurs.	10:00 p.m.	First session ends
	16	Fri.	4:00 p.m.	Faculty records day

SECOND SUMMER SESSION 1976

July	19	Mon.	9:00 a.m.-12:00 p.m.	
			6:00 p.m.-8:00 p.m.	Registration
	20	Tues.	8:00 a.m.	Classes begin
	21	Wed.	4:00 p.m.	Last day to register or add classes
Aug.	2,3,4,5,6	Mon.-Fri.	9:00 a.m.-3:00 p.m.	Preregistration
	6	Fri.		Midterm
	9	Mon.	4:00 p.m.	Last day to drop
	25	Wed.	10:00 p.m.	Second session ends
	26	Thurs.	4:00 p.m.	Faculty records day

GENERAL INFORMATION

GENERAL INFORMATION

LOCATION

Mitchell Community College is located in Piedmont North Carolina, downtown Statesville, in the foothills of the Blue Ridge Mountains. Interstate Highways 40 and 77 intersect on the outskirts of the city. Statesville is situated approximately 50 miles north of Charlotte, and 50 miles southwest of Winston-Salem. The population of Statesville and Iredell County is approximately 72,157.

HISTORY

Mitchell Community College began operations as such on July 1, 1973. It merged a rich historical past, steeped in tradition and culture, with a vibrant and relevant present when Mitchell College joined with 56 sister institutions in the state to become a community college.

Mitchell College enrolled its first students in 1856. Concord Presbytery had authorized its establishment as early as 1852; and with the exception of one period, it remained under the control of Concord Presbytery until 1959, when it became an independent community college.

The Main Building, constructed in 1856, is a stuccoed brick structure of three stories, ornamented by a lofty portico with six massive columns. In 1907 Shearer Hall was added to the Main Building. The first floor contains an auditorium and is equipped with a pipe organ and a concert grand piano.

The Student Union is the college social center and contains the book store and food service facilities. This building was constructed in 1963.

The Mitchell Community College Learning Resources Center was opened in 1967. It houses the library, audio-visual center, Rotary Auditorium which seats 149, and a reading laboratory.

The Continuing Education Center is housed in the old court house building, on the corner of Center and Court Streets. The administrative offices and some classes are housed on this site with many classes located throughout Iredell County. Some of the locations are as follows: Statesville High School, South Iredell High School, Mooresville Junior High School, North Iredell High School, Statesville Recreation Center, and many industrial sites throughout the county.

The college became coeducational in 1932, and in 1955 was admitted to membership in the Southern Association of Colleges

and Schools. The excellence of the college transfer program has been retained. The addition of occupational programs, community service, and adult education to the existing programs has made Mitchell a comprehensive community college. It will continue to fill the needs of a growing number of students.

PURPOSE

Mitchell Community College operates as a comprehensive community college and seeks to be of optimum educational and cultural service to the people within its geographical area. Concerned with the community as a whole and persons sixteen years of age and older with special needs, Mitchell commits its resources to the following purposes: (1) to provide the first two years of academic courses leading to baccalaureate and professional degrees; (2) to meet the pre-service and in-service manpower training needs for industry, business, government, and service occupations that require up to and including the associate degree; (3) to serve the adult population with basic education and salable skills; and (4) to enhance personal fulfillment, responsible citizenship, and standards of living through general and continuing education.

MEMBERSHIPS AND APPROVALS:

Mitchell Community College is a member of:
- American Association of Community and Junior Colleges
- North Carolina Department of Community Colleges
- Southern Association of Colleges and Schools

Mitchell Community College is recognized and approved by:
- North Carolina State Board of Education
- North Carolina Department of Community Colleges
- North Carolina Department of Public Instruction
- Division of Vocational Rehabilitation
- Veterans Administration
- Southern Association of Colleges and Schools

ADMISSIONS, EXPENSES

AND FINANCIAL AID

ADMISSION REQUIREMENTS

Mitchell Community College subscribes to the "Open Door" policy as set by the North Carolina Department of Community Colleges. The college will admit all applicants who are 18 years old or older to some appropriate program. The college serves all students regardless of race, color, sex, creed, or national origin.

ADMISSION PROCEDURE

Persons wishing to apply for a curriculum program at Mitchell Community College should contact the Office of Admissions for necessary forms, testing dates, and interview appointments. Additional procedures will be forwarded along with the applications to the applicant. The following are generally required for all curriculum programs:

1. Application
2. High School and College (if transfer student) transcripts
3. Medical report
4. Placement Tests
5. Interview
6. In-state residence form

SPECIAL CREDIT STUDENTS

(Those persons not working toward a degree) must complete an application and In-State residence form.

ADMISSION TO GENERAL ADULT EDUCATION PROGRAM

Any person who is 18 years old or a high school graduate is eligible to enter a General Adult Education Program. Further information is available in the Continuing Education section of this catalog or from the Dean of Continuing Education.

PROVISIONAL ADMISSION

A student applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such a case, all requirements must be completed within the first quarter of attendance.

SPECIAL ADMISSION

Students not meeting the admissions requirements outlined may, in some cases, be admitted on an individual basis. A decision on each case is made by the department chairman concerned. Special admission will be granted if there is good and sufficient reason and may be withdrawn at any time.

VISITING STUDENTS

A person who has been accepted by or is enrolled at another institution may be admitted as a visiting student. An application along with a statement from the dean of the student's own college must be filed in the Admissions Office. Visiting students may take approved courses for transfer credit.

TRANSFER APPLICANTS

Transfer students may enter Mitchell Community College upon meeting requirements as outlined above. Transcripts of all previous college work must be submitted. Credit will be allowed whenever possible.

TRANSFER OF CREDITS

Educational work taken at a regionally accredited institution in which a grade of "C" or better was earned and a comparable course is offered at Mitchell Community College may be accepted in transfer if appropriate to the student's program of study.

Work at institutions which are not regionally accredited is evaluated on the basis of the current issue of Report of Credits Given by Educational Institutions published by the AACRAO and similar publications. Credit toward technical and vocational programs may be accepted from other agencies at the discretion of the college. Transfer work over ten years old must be validated by examination.

Final acceptance or rejection of transfer credits lies with the college.

COLLEGE LEVEL EXAMINATION PROGRAM

Credit may be allowed for up to 30 quarter hours of college work based on appropriate scores on the CLEP General Examination where appropriate to the student's program of study.

U S ARMY RESERVE OFFICERS TRAINING PROGRAM

Mitchell Community College has a cooperative program with Davidson College under which Mitchell students may enroll in the U. S. Army Reserve Officers Training Program (ROTC). Both men and women are eligible for this program and must travel to either the Davidson College campus or to the Charlotte Army Reserve Center to take instruction and training.

Under this arrangement, students planning to enter a four-year degree granting institution may fulfill the requirements for the Basic Course of ROTC (Freshman and Sophomore years) while at Mitchell. In the Advanced Course of ROTC (Junior and Senior years), students enter into a contractual agreement with the Army and may receive up to $1,000 per year.

Detailed information on this program is available in the Registrar's Office and from the Department of Military Science, Davidson College, Davidson, N.C. 28036.

EXPENSES

Mitchell Community College operates on the quarter system. Students are required to pay all charges at the time of registration. Tuition charges are set by the State Board of Education and are subject to change without notice.

Tuition Per Quarter:

All programs 12 hours or more (as of July 1, 1975) – $33.00 per quarter. Less than 12 hours – $ 2.75 per quarter hour.

Out-of-State Students: (All programs) $162.50

Twelve hours or more – ~~$137.50~~ per quarter. Less than twelve quarter hours – ~~$11.50~~ per quarter hour.

Student Fees: $13.50

All full-time students (12 quarter hours or more) and students carrying 8 or more quarter hours – $9.00 per quarter.

Part-time students carrying less than 8 hours – optional.

PAYMENT OF FEES

1. Tuition and fees for each quarter are payable on or before the date of registration. Any student who is unable to make payment at that time must make a special arrangement with the Financial Aid Office.
2. A student is not eligible for re-registration who has an outstanding balance due to the college. This includes any outstanding balance at another institution of the Community College system, if known.
3. No student will be allowed to graduate, receive a diploma or certificate, or a transcript of his record, nor will any information concerning his record be forwarded to any other institution or other person so long as the delinquent account is outstanding.

REFUNDS

Tuition refunds for students shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. In such cases, two-thirds (2/3) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered for tuition of five dollars ($5.00) or less, except if a course or curriculum fails to materialize, all the student's tuition shall be refunded.

SPECIAL FEES

Because of the nature of some programs, additional supplies, materials, etc., may be required for purchase by the student.

OTHER EXPENSES

AUDIT FEE

Tuition for auditing classes must be paid except in case of full time students who may audit with no additional charge.

CREDIT BY EXAMINATION

Tuition must be paid for credit by examination except in case of full-time students for whom there would be no additional charge.

INSURANCE

Student insurance is recommended for every student enrolled in a curriculum requiring shops, labs, or field work. For students enrolled in other programs, school insurance may be available.

TEXTBOOKS AND SUPPLIES

Students must purchase textbooks and other necessary supplies. For their convenience, the college maintains a bookstore in which these items may be purchased. The cost of these items varies according to the program of study taken by the student.

TRANSCRIPT FEE

No transcript is released without the written permission of the student. One official transcript will be prepared without charge. Additional transcripts will be prepared at a cost of $1.00 per copy.

FINANCIAL ASSISTANCE INFORMATION

The purpose of this program is to provide financial aid to students who have exceptional financial need, and who, because of the financial means of their families, would be unable to enter or remain at Mitchell Community College without such assistance.

ELIGIBILITY FOR FINANCIAL ASSISTANCE

1. Applicant must be a high school graduate or recognized equivalent.
2. Applicant must be enrolled in at least a six-month program.
3. Applicant must have an application for admission on file in the Registrar's Office and must have been accepted for enrollment into a curriculum.
4. Applicant should be in exceptional financial need.
5. Applicant must make application by deadlines set forth.

PROCEDURES FOR MAKING FINANCIAL ASSISTANCE APPLICATION

1. Applicant must obtain application from Financial Aid Officer.
2. Applicant must complete all information on application. Incomplete applications cannot be processed or considered.
3. Applicant must return application to Financial Aid Officer before deadline.
4. Application will be thoroughly processed as to determine the student's financial need.
5. Financial Aid Officer will give notice as to approval or disapproval of application.
6. The amount and type of financial assistance granted will be discussed with the applicant.

DEADLINES FOR RECEIVING FINANCIAL ASSISTANT APPLICATION

Completed applications must be received by the Financial Aid Officer on or before the following dates:

Fall Quarter	July 1
Winter Quarter	November 1
Spring Quarter	February 1
Summer Quarter	May 1

STUDENT FINANCIAL ASSISTANCE PROGRAMS

1. Basic Educational Opportunity Grant
2. Insured Student Loan
3. National Direct Student Loan
4. Supplemental Educational Opportunity Grant
5. College Work-Study
6. Veteran's Affairs

SCHOLARSHIPS

A number of scholarships are offered by local organizations and individuals to properly qualified students.

The **BAUGH SCHOLARSHIP** was established in 1970 in memory of J. M. Baugh by his associates, R. A. Lowery, Jr. and J. W. Thornton. In order to perpetuate the community and civic responsibility which "Red" felt, this scholarship will be awarded annually to an Iredell student who gives evidence of leadership potential.

The **BRADY MEMORIAL ORGAN SCHOLARSHIP** was established by the employees of Brady Printing Company, family, and friends honoring the late James A. Brady, who often expressed particular interest in the Organ Department and had hoped that more talented and ambitious young people would study organ. Auditions will be held for this scholarship, which will be awarded on merit basis to a resident of Iredell County for the study of music at Mitchell Community College.

The **BUNCH SCHOLARSHIP FOR EXCELLENCE** has been established and endowed by the family of Lizzie May Pardue Bunch. Because of her interest in educating young people, this scholarship is awarded to a first or second year student on the basis of scholarship, character, and leadership potential.

The **IRMA HOLMES HALL LIBRARY SCHOLARSHIP,** which is endowed by friends of Mrs. Irma Holmes Hall and her husband, W. Frank Hall, was established to encourage students interested in library science. Preference for this scholarship will be given students who are interested in library science as a vocation. The scholarship will be awarded from endowment earnings.

The **JENSEN MUSIC SCHOLARSHIP** was established in 1969 by the Jensen family and friends in memory of the late Fritz Jensen, who had a deep love for the arts, especially music. The scholarship will be awarded annually to the outstanding sophomore music student at Mitchell Community College.

The **JOHNNY WAYNE McLAIN SCHOLARSHIP** was established in 1966 in memory of Johnny McLain by friends of his family and members of the Concord Presbyterian Church, Loray Community, Statesville. He was the first soldier from this church killed in Vietnam. The scholarship is to be awarded to students accepted for admission to Mitchell Community College and recommended by the Concord Presbyterian Church. The amount of this scholarship is to be determined by the earnings from the principal sum.

The **PURPLE HEART SCHOLARSHIP** was established in 1959 by Chapter No. 285 of the Military Order of the Purple Heart of the United States of America, Inc., in memory of Pfc. Lee Roy Smith, S/Sgt. Hugh Smith Denny, and Sgt. John Troy Troutman, three Iredell County deceased veterans, killed by

enemy action in the line of duty. To be awarded to Iredell County residents, this scholarship is based on scholastic ability and need, with priority given to direct descendants of Purple Heart veterans and other veterans.

The **RAYNAL SCHOLARSHIP** was established in 1945 in memory of the late Dr. Charles E. Raynal by friends of the Raynal family through the efforts of Mrs. Mary Locke Simmons of Statesville.

The **GEORGE A. SCOTT SCHOLARSHIP** was established in 1971 in loving memory of George A. Scott, who, during his short lifetime, showed a dedication to the church, a deep sense of community responsibility, and a concern for education by serving as a Mitchell College Trustee. The scholarship is endowed by his business associates and friends in appreciation of the example which he set, and will be awarded annually to encourage young people to further their formal education. Children of employees and employees of Ross Furniture Company, Inc., and Statesville Chair Compnay, Inc. will be awarded this scholarship. If there is more than one applicant, the scholarship will be pro-rated among the applicants. Should there be no applicant from employees, the scholarship can be awarded to deserving students who are residents of Iredell County.

The **E. B. STIMSON MEMORIAL SCHOLARSHIP** was established in loving memory of "Cap" Stimson, who for many years served as head of the Music Department at Mitchell College. It is endowed by the MacDowell Music Club and friends of the Stimson family and is awarded each year to a music student. A candidate for a music scholarship is required to audition before a selected panel of judges.

The **STATESVILLE COMMUNITY CLUB SCHOLARSHIP** was established in 1967 honoring Mrs. Thomas E. Anderson and her daughters, Miss Grace Anderson and Miss Ina Anderson. Both Mrs. Anderson and Miss Grace Anderson were teachers at Mitchell College. It is endowed by funds that belonged to the Statesville Community Club and which are held under the trusteeship of the Northwestern Bank. The scholarship will be granted annually to one or more worthy students of Statesville or Iredell County in order to assist them in obtaining an advanced education at Mitchell Community College.

The **STATESVILLE RECORD AND LANDMARK SCHOLARSHIP** was established in 1962 by the employees of the Statesville Record and Landmark. This scholarship was established to give assistance to students who are employees or children of said employees. The amount of this scholarship is to be determined

by the earnings of preceding years from the principal sum. When the scholarship is not used, interest is to be added to the principal. A scholarship must be given at least every five years. If no eligible student applied for said scholarship, then the scholarship may be awarded to a resident of Iredell County.

The **STIMPSON CITY EMPLOYEE SCHOLARSHIP** was established and endowed for the benefit of the employees of the City of Statesville and will be awarded to an employee or a member of an employee's immediate family.

The **SPANN, MANGUM, CROOM, and DOCKERY MEMORIAL FOUNDATION SCHOLARSHIP** was established in 1974. It is endowed by funds from the former Billingsley Memorial Hospital Fund. When Iredell Memorial Hospital was built, this black hospital fund became extinct, and a new corporation, chartered by the state, was established. The new board of directors adopted the policy to contribution to the educational purpose by helping needy (minority) students continue their education on the basis of academic progress and leadership. This scholarship is awarded annually to a deserving and qualified Iredell County resident.

STUDENT LIFE

STUDENT LIFE

Mitchell Community College is interested in developing each student to his fullest potential. With this goal in mind, the college strives to offer a comprehensive program in academics as well as social and cultural activities to build a well-rounded person.

STUDENT RESPONSIBILITY

Students at Mitchell Community College are expected to conduct themselves as ladies and gentlemen in accordance with generally accepted standards of morality and decency at all times. The college is in accordance with Federal, State, and local statutes and will co-operate with the respective law enforcement agencies in their enforcement.

PRIVACY RIGHTS

The College recognizes and assumes responsibility for the protection of student rights regarding privacy. Consequently, the official academic record is open to the student upon written request by him. The forwarding of information to any other agency will occur only when the student requests in writing that it be sent.

VEHICLE REGISTRATION

All vehicles driven on the college campus must be registered and have a parking permit properly displayed. Any violation of college traffic rules and regulations may result in a fine.

PLACEMENT SERVICE

Mitchell Community College offers job placement service to students for part-time or regular employment. The services of the Job Placement Office are available to current and graduating students, alumni, and prospective employers.

Graduating students are given counsel and assistance in preparing for job placement. Information pertaining to job opportunities is provided, along with assistance in gathering and presenting information to prospective employers. Interviews are arranged for representatives of business and industry who visit the campus to recruit prospective employees. Further information may be obtained from the Job Placement Office.

COUNSELING

Counseling and guidance services are provided by the college to aid students in determining their vocational and educational programs as well as assisting in resolving problems of a personal nature which might affect progress toward educational objectives. Professionally trained counselors are available.

HEALTH SERVICES

Persons who desire to see a doctor may check the Student Personnel Services Office for the names of local doctors who work closely with the college. Serious injuries should be referred immediately to the emergency room at Davis Hospital.

INTRAMURALS/EXTRAMURALS

Mitchell Community College provides an intramural program of many varied activities which are open to all students and faculty throughout the year. Activities include a variety of contests both athletic and recreational in nature.

STUDENT ORGANIZATIONS

Mitchell Community College encourages students to be active in affairs of the institution. Through organizations, the student will find opportunities for entertainment, making new friends, leadership, and service to the college community.

All student organizations must be approved by the administration and Student Government Association. Each organization must have a copy of its constitution or purpose and the name of a faculty advisor on file with the Student Government Association.

All organizations and clubs are required to turn in to the Student Government Association a monthly report on activities and progress. Any club failing to observe these rules may have its charter revoked.

STUDENT GOVERNMENT ASSOCIATION

The purpose of the Student Government Association is to develop in each student a personal sense of pride for and responsibility to the college, and to accept his democratic responsibilities as an American citizen.

The Student Government Association acts as an intermediary between the student body and the administration of the college, serving as a student forum representing the student to the college faculty and administration. It also cooperates with the administration in the coordination and the supervision of student activities. All students who pay activity fees are members of the Student Association.

PUBLICATIONS

The Office of the Dean of Student Personnel Services is responsible for student publications that are published periodically throughout the year. The purposes of these publications include: dissemination of information, establishment of channels of communications, development of student initiative and responsibility, and publication of a permanent record of events and activities.

The "Circle" is the college yearbook. It is published annually.

The "Student Handbook" is the student's guide. It is published annually.

THE LEARNING RESOURCES CENTER

The Mitchell Community College Learning Resources Center is responsible for providing materials and services to support the learning and leisure-time activities of the students, faculty, and community.

All books and audiovisual materials are catalogued in one central, dictionary type, card catalog, using the Dewey Decimal Classification.

The Learning Resources Center comprises two service areas – the Library and the Audiovisual Center.

LIBRARY

The library area houses the book collection, periodicals, vertical file, and microfilm. All special indexes – periodicals, poetry, plays, essays, book reviews – are on the main floor near the card catalog.

Copying services are available for copying hard copy as well as microfilm. Other services available are:

Reference assistance
Interlibrary loans
Displays
Reserve materials
Paperback collection
Career corner
Night book deposit – to left of front entrance
College catalogs

AUDIOVISUAL CENTER

The audiovisual center serves as a lab for production of materials as well as a central point for inventory and check-out for all AV equipment. Media services available are:

1. Production of transparencies, audio tapes, videotapes, 8 mm film.
2. Lamination
3. Dry mounting
4. Signs and posters
5. Photography
6. Instruction in operation of equipment

The Learning Resources Center is open to students, faculty, and community. The hours are as follows:

September — May

Monday - Thursday	8 a.m. - 10 p.m.
Friday	8 a.m. - 5 p.m.
Sunday	6 p.m. - 10 p.m.

June — August

Monday - Thursday	8 a.m. - 10 p.m.
Friday	8 a.m. - 1 p.m.

Rules and regulations are kept at a minimum.

Books for regular circulation may be checked out for two weeks — renewed if brought in for restamping.

Reserve books may be checked out for one hour during school day and for overnight after 4 p.m.; after 12:00 noon, Friday, for weekend.

Fines are charged at a rate of five cents per day for regular circulation and five cents per hour for reserves.

Records and tapes may be checked out for overnight after 4:00 p.m.

Smoking is allowed in reading room (3rd floor) and in rest-rooms.

STUDENT UNION

Mitchell Community College provides a Student Union for the convenience of the students. The union houses a student lounge area with recreational facilities. In addition, food service is available for breakfasts, lunches and snacks.

The Student Union is open from 8:00 a.m. to 7:00 p.m., Monday through Thursday, and from 8:00 a.m. to 5:00 p.m. on Friday.

ACADEMIC REGULATIONS

ACADEMIC REGULATIONS

QUARTER SYSTEM

Mitchell operates on a four quarter system. The fall, winter, spring, and summer quarters are each approximately eleven weeks in length with additional summer sessions divided into two 5½ week sessions. The college is in session five days a week. Classes normally meet hourly for fifty minutes with a ten minute break between them. The number of times that a class meets each week is determined by the number of quarter hours credit.

Quarter hours credit is awarded as follows: one quarter hour of credit for each hour per week of class lecture, one quarter hour of credit for each two hours per week of laboratory work, and one quarter hour of credit for each three hours per week of shop practice.

REGISTRATION

All students are required to register at the beginning of each quarter of attendance. Students attending courses for which they are not officially and completely enrolled will receive neither grade nor quarter hour credit for the course. Most students fall into this category when they have not completed registration or formal course addition. Because a student is listed in the teacher's roll book does not necessarily mean that he is enrolled for the course. Formal completed enrollment is based on the official class rosters generated by the Registrar's Office as soon as possible after registration week. Students whose names are not on that roster should be so advised, and completion of enrollment then becomes the student's responsibility.

CHANGE OF SCHEDULE

Changes in a class schedule after registration may be made only with the approval of the Dean of Student Personnel Services, and the Registrar.

The last day that courses may be added each quarter (normally one week after registration) is stated on the college calendar. Any student wishing to drop a course must complete the drop procedure before the last class of the sixth week of the quarter. Any change of schedule must be officially processed through the Business Office and the Office of the Registrar.

STUDENT COURSE LOAD

A student must register for 12 credit hours per quarter to be considered a full-time student, and the course load must not drop below 12 credit hours per quarter.

The normal course load varies with each program. For college transfer the course load is 16 credit hours per quarter while the normal course load for the technical and vocational programs is 18 credit hours per quarter.

A student may not register for more than 21 credit hours without approval of the Dean of Student Personnel Services, unless required by one's occupational curriculum. Approval of an overload will be determined on the basis of past achievement of the student.

It is recommended that students who are employed either on a part-time or full-time basis consult with their faculty advisors to determine the course load appropriate for their particular cases.

CLASSIFICATION

A student is classified as a freshman from initial enrollment until 36 quarter hours credit have been earned, at which time he is classified as a sophomore.

ATTENDANCE POLICY

Regular class attendance at Mitchell Community College is considered to be a vital ingredient in scholastic achievement and is one of the many responsibilities of the college student. As a result, students are expected to be in attendance for each class meeting unless prohibited by uncontrollable events. Absences caused by illness, emergencies, or authorized school events may be excused by the instructor. A student cannot receive credit for a course when unexcused absences exceed 10% of the scheduled class meetings. Five consecutive unexcused absences will result in administrative withdrawal of the student from the class.

Absences caused by late registration shall be counted as unexcused absences except under extenuating circumstances as determined by the Dean of Student Personnel Services. Any absence does not exempt the student from completing the work assigned during the absence. The student will assume the responsibility of determining what work was missed and completing this work.

If a student is absent for three consecutive classes, the instructor will immediately file an absence report with the Dean of Student Personnel Services.

GRADING SYSTEM AND QUALITY POINT AVERAGE

The 4.00 quality point system is used to calculate student quality point averages. The letter grades used are:

A Excellent – 4 quality points per quarter hour
B Good – 3 quality points per quarter hour
C Average – 2 quality points per quarter hour
D Passing – 1 quality point per quarter hour
F Failed – No quality points per quarter hour
I Incomplete – Work must be completed satisfactorily within the next quarter, except that, where circumstances warrant, the instructor may approve an extension of time up to one year from the closing date of the course. If the "I" has not been removed by the designated date, a grade of "F" will be recorded.
WP Withdrawal – Passing – Any official withdrawal from a course by the "Last date to drop" as published in the catalog. "WP" will not be considered as credit hours attempted.
W Withdrawal – Denotes official withdrawal from school.
AU Audit – No grade or quality points.

The quality point average is calculated by dividing the total number of quality points earned by the total number of quarter hours attempted, including both courses passed and failed, unless the courses have been repeated. When a course is repeated, only the higher grade will be included in calculating the QPA. All courses attempted will be shown on the official transcript.

A "C" average is required for graduation. On the 4.00 quality point system, a "C" average is a 2.00 quality point average.

GRADE REPORTS

Final quarter grades in all courses are issued as soon as they are processed at the end of each quarter.

DEAN'S LIST

The Dean's List is published at the end of each quarter. Any student who is enrolled for at least twelve quarter hours and earns a quality point average of 3.30 for the quarter with no grade below "C" will be on the Dean's List for that period.

CLASS HONORS

Any student enrolled for at least twelve quarter hours each quarter and maintains a 3.30 average or higher for any one year will be eligible for Class Honors at Graduation.

COLLEGE HONORS

Any student enrolled for at least twelve quarter hours each quarter and maintains a 3.30 average or higher for all work attempted while at Mitchell Community College will be eligible for College Honors at graduation.

SATISFACTORY ACADEMIC PROGRESS

A student is expected to maintain a 2.00 quality point average to be considered in good academic standing. Since a period of adjustment is often necessary for new students, the following scale will be used to determine satisfactory academic progress:

Hours Toward Degree	Q.P.A.
0-15	1.00
16-30	1.25
31-45	1.50
46-60	1.75
61-75	1.90
76-	2.00

This scale will be used as a basis for determining a student's status for certification purposes to the Veteran's Administration, Social Security, Vocational Rehabilitation, student loans and scholarship agencies, and other private or public agencies requiring such information.

CONDITIONAL STATUS

A student who does not actively show initiative toward fulfillment of his stated educational goals may be placed on conditional status. Upon the written recommendations of the student's division chairperson, or program director, with the concurrence of his instructors and advisor, to the Dean of Student Personnel Services, a student may be placed on conditional status after enrollment for four quarters or more in a curriculum. The following conditions will be placed on this student:

1. Conditions for continuation specified in writing and signed in first week of conditional quarter. Conditions will include full-time status for entire quarter, minimum QPA for conditional quarter and meetings with assigned counselor on a scheduled basis.
2. After one quarter as a conditional student, his status will be reviewed by the assigned counselor and upon recommendation of the counselor, instructors, advisor, and division chairperson, the conditional status may be removed.
3. The conditions will be signed by the student and the Dean of Student Personnel Services, and filed with the assigned counselor.

4. If conditions are not met by the student at the end of the conditional quarter, suspension will be automatic.
5. Readmission to the college must be at least one quarter after suspension and must be approved by the Director of Admissions and the Dean of Student Personnel Services.

CREDIT BY EXAMINATION

Credit by examination may be allowed for a given course if a regularly enrolled student can demonstrate the required level of proficiency as a result of independent study and experience. This credit will be based on a division examination under the direction of the chairperson of the division in which the course is offered. Credit hours will count toward graduation; they will not be computed in quality point average as grades and quality points will not be recorded. Application for credit by examination must be processed in the Registrar's Office. Tuition must be paid except in cases of full-time students for whom there would be no additional charge. Examinations may be scheduled at the discretion of the division chairperson involved.

ADVANCED PLACEMENT

Students entering Mitchell Community College from Statesville City Schools, Iredell County Schools, or Mooresville City Schools may be awarded advanced placement credit as provided in an agreement between these school systems and Mitchell Community College.

Advanced placement credit based on high school achievement may be allowed to students enrolling full-time in the Business Department. Details concerning specific requirements are available from counselors at the high schools or at Mitchell Community College.

AUDITING CLASSES

Classes may be audited with permission of the instructor if space is available. Priority will be given to regular credit students. Participation in class discussion and examinations is at the option of the instructor. No credit by examination can be allowed for courses that have been audited. A grade of "AU" will be recorded with no hours credit or quality points. Registration or changes in registration for audits must be completed during the regular registration or change periods. Regular fees will be charged.

REPEATING COURSE WORK

A course may be repeated when a permanent passing grade for that course has not been recorded. No course may be counted more than once in calculating the total number of quarter hours

credit toward graduation. Any required course in which an "F" is received must be repeated. A course that is not required may be repeated. In those cases where a course in which the student received an "F" is not offered during the remainder of that student's residence, an equivalent course may be substituted upon recommendation of the division chairperson or program director and the appropriate dean for purposes of meeting program requirements. Any exceptions to the above must be approved by the Dean of Student Personnel Services.

TRANSCRIPTS

An official transcript of work at Mitchell Community College will be sent to the appropriate institution upon written request by the student. One transcript will be prepared without charge. Additional transcripts will be prepared at a cost of $1.00 per copy. No transcripts will be released until the student's account is cleared with the Business Office and the Library.

REQUIREMENTS FOR GRADUATION

The following requirements apply to programs; however, some divisions may have additional requirements applicable only to that division.

1. Along with the appropriate number of hours earned and the completion of all required courses for his specific program, a student must have a 2.00 quality point average in order to graduate and receive a degree, diploma, or certificate. No graduation requirements may be waived without recommendation from the program director, division chairperson, and administrative approval.
2. Application for graduation and payment of graduation fees must be made during the registration period for the student's last quarter.
3. Presence at graduation is a requirement. When attendance is impossible, the student may petition, in writing, the Dean of Student Personnel Services for permission to graduate in absentia. Such petition must be made at least thirty days before commencement exercises.

WITHDRAWALS

Students withdrawing from the college must contact the Office of the Registrar for the appropriate forms and procedures for official withdrawal. A student who fails to withdraw officially will receive an "F" on each course for which he was registered. A clearance slip will be presented to the student in order to assure that each appropriate office is officially notified. An exit interview with a counselor is an essential part of the withdrawal procedure, and the Dean of Student Personnel Services will sign all official withdrawals.

PROGRAMS OF STUDY

EDUCATIONAL PROGRAMS

Mitchell Community College offers a wide range of planned educational programs. The programs may range in length from one quarter to eight quarters. Formal recognition for successful completion of a program will vary depending on the nature of the curriculum. Mitchell Community College recognizes successful academic completion as:

College Transfer:

Associate in Arts Degree – minimum 96 quarter hours credit

Associate in Fine Arts Degree – minimum 96 quarter hours credit

~~Associate in Science Degree~~ – minimum 96 quarter hours credit

Technical Programs:

Associate in Applied Science – minimum 96 quarter hours credit

Vocational Programs:

Diploma – minimum of 30 contact hours per week for four quarters.

Certificate – upon successful completion of a vocational specialty program which generally consists of a maximum of 15 contact hours per week for four quarters or less. Vocational specialty programs are usually offered during the evening hours. The intent of the Specialist Programs is to provide the student with necessary minimum skills for entry level as aide position.

READING REQUIREMENTS FOR ALL PROGRAMS

The following requirements must be successfully met by students in all programs:

Associate in Arts and Associate in Fine Arts – must make at least a raw score of 73 on the Nelson-Denny Reading Test, or take Reading 151.

Associate in Applied Science – must make at least a raw score of 66 on the Nelson-Denny Reading Test, or take Reading 101.

Diploma Programs – All students must take Reading 1101.

Certificate Programs – Suggested all students take Reading 1101.

ACCOUNTING

ASSOCIATE OF APPLIED SCIENCE DEGREE

The accounting curriculum is designed to teach students the necessary accounting skills for entry into the accounting profession. The student learns the following skills: maintaining journals and ledgers, preparing financial statements, making special reports and analysis, preparing cost data and summarizing tax information.

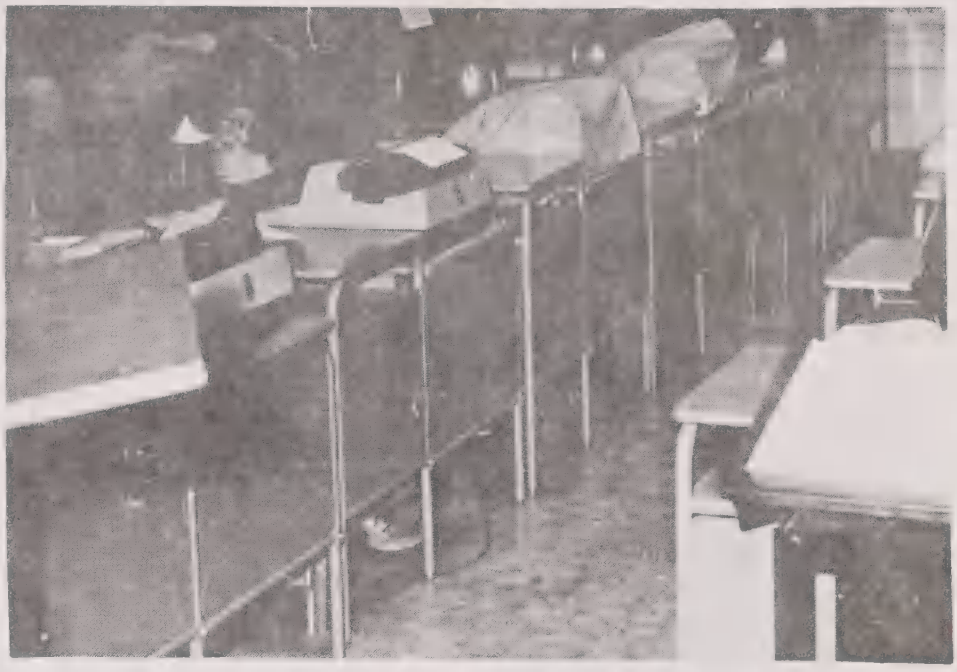
The student of the accounting curriculum may be employed in a variety of business fields ranging from government to small private businesses. Positions are available to accountants in general accounting, auditing, payroll accounting, credit and other specialized fields.

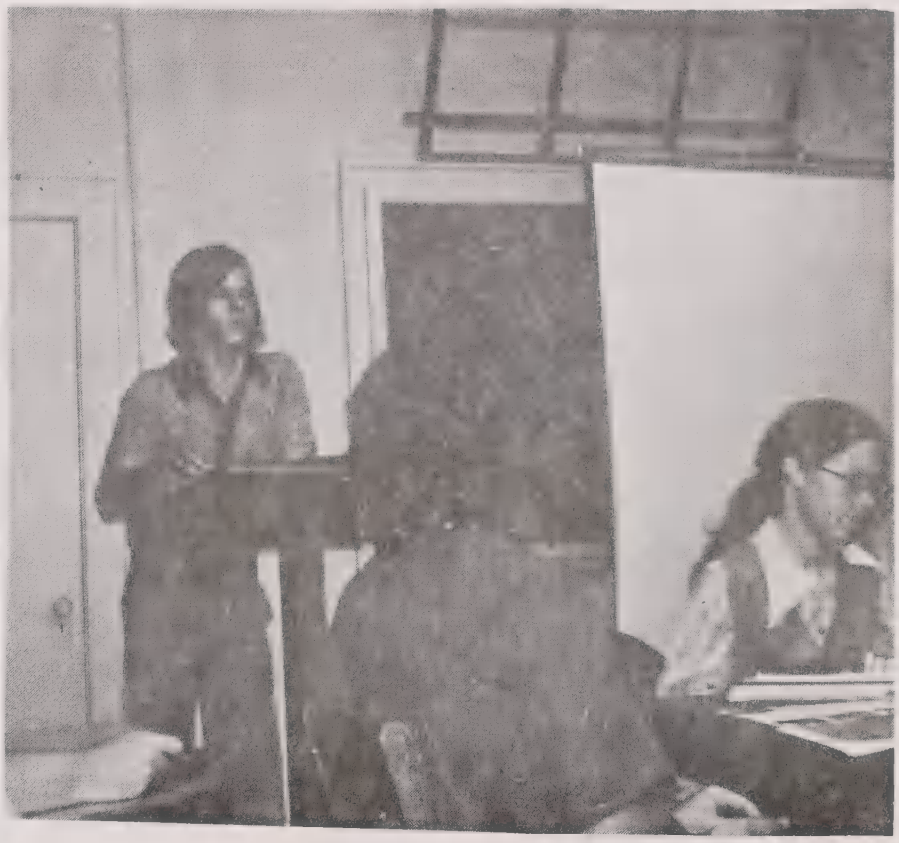
ACCOUNTING CURRICULUM

		COURSE TITLE	QTR. HRS. CREDIT
First Quarter			
ENG	101	Grammer I	3
BUS	152	Introduction to Business	5
BUS	123	Business Mathematics	5
BUS	161	Accounting Principles	4
BUS	100	Personal Typewriting or Elective	3
Second Quarter			
ENG	102	Composition	3
BUS	150	Business Law	3
BUS	120	Office Machines	4
BUS	162	Accounting Principles	4
ECO	251	Principles of Economics	5
Third Quarter			
ENG	103	Technical Writing	3
BUS	151	Business Law	3
EDP	151	Introduction to Data Processing	4
BUS	163	Accounting Principles	4
ECO	252	Principles of Economics	5
Fourth Quarter			
BUS	241	Intermediate Accounting	4
BUS	244	Cost Accounting	4
BUS	136	Personal Development	3
BUS	224	Business Management	5
		Elective	3
Fifth Quarter			
BUS	242	Intermediate Accounting	4
BUS	246	Taxes	4
BUS	228	Business Finance	3
BUS	226	Office Management	3
		Elective	3

Sixth Quarter

BUS	243	Intermediate Accounting	4
BUS	248	Auditing	4
BUS	229	Business Finance	3
SPH	251	Public Speaking	3
		Elective	3





AIR CONDITIONING AND REFRIGERATION

DIPLOMA PROGRAM

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new building construction for business and commercial use have "all year" comfort systems. Many homes now have air conditioning and the trend is toward greater use of "all year" systems in freezing, storage, and display of products. With this great upswing in the use of air conditioning and refrigeration equipment, a greater demand is made on trained personnel to install, operate, maintain and service this equipment.

This curriculum is designed to give the students practical knowledge that will enable them to become capable service men in the industry. The principle objective has been to outline the required technical and related instruction to enable them to understand the basic principles involved in the construction, operation, and maintenance of equipment. Job opportunities exist with companies that specialize in air conditioning, automatic heating, sheet metal and commercial refrigeration installation and service. The service man is employable in areas of sales, maintenance, installation and in the growing fields of truck and trailer refrigeration.

The air conditioning and refrigeration mechanic installs, inspects, maintains, services and repairs domestic and commercial equipment. Connects motors, compressors, temperature controls, humidity controls, and circulating fans to control panels. Tests systems, observes pressure and adjusts controls to insure proper operation.

CURRICULUM IN AIR CONDITIONING AND REFRIGERATION

		COURSE TITLE	QTR. HRS. CREDIT
First Quarter			
AHR	1121	Principles of Refrigeration	7
MAT	1101	Essentials of Mathematics	5
RDG	1101	Reading Improvement	3
PHY	1101	Applied Science	4
DFT	1104	Blueprint Reading: Mechanical	1
Second Quarter			
AHR	1122	Domestic and Commercial Refrigeration	7
MAT	1102	Algebra	5
ENG	1102	Communication Skills	3
ELC	1102	Applied Electricity	3
DFT	1116	Blueprint Reading: Air Conditioning	2

Third Quarter			
AHR	1123	Principles of Air Conditioning	7
AHR	1128	Automatic Controls	5
PSY	1101	Human Relations	3
WLD	1101	Basic Gas Welding	1
Fourth Quarter			
AHR	1124	Air Conditioning and Refrigeration Servicing	5
AHR	1126	All Year Comfort Systems	5
MEC	1120	Duct Construction and Maintenance	5
BUS	1103	Small Business Operations	3

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

SPECIALIST – AIR CONDITIONING AND REFRIGERATION

CERTIFICATE PROGRAM*

First Quarter			
AHR	1001	Principles of Refrigeration	7
Second Quarter			
AHR	1002	Domestic and Commercial Refrigeration	7
Third Quarter			
AHR	1003	Essentials of Air Conditioning	7
Fourth Quarter			
AHR	1004	Air Conditioning and Refrigeration Servicing	7

*Available only in the evening program, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter.

ART

ASSOCIATE IN FINE ARTS DEGREE

A graduate of the art program will have completed the first two years of course work for a baccalaureate degree. Flexible by design, the program can be arranged to meet the general education requirements of the senior institution to which he plans to transfer.

ART CURRICULUM

		COURSE TITLE	QTR. HRS. CREDIT
First Quarter			
ENG	150	Introduction to Resource Material	1
ENG	151	Composition I	3
HIS	151	History of Western Civilization I	
or	251	U. S. History I	5
ART	150	Basic Design	3
FRE	151	Elementary French I	
or			
SPA	151	Elementary Spanish I	5
PED		Physical Education	1
Second Quarter			
ENG	152	Composition II	3
HIS	151	History of Western Civilization I	
or	251	U. S. History I	5
ART	151	Drawing I	3
FRE	152	Elementary French II	
or			
SPA	152	Spanish II	5
PED		Physical Education	1
Third Quarter			
ENG	153	Composition III	3
ART		Elective	3
		Elective other than art	3
ART	280	Ancient Art History	
or	281	Renaissance Art History	
or	282	Modern Art History	5
PED		Physical Education	1
Fourth Quarter			
ENG	261	Major British Writers	
or	271-272	American Literature	5 or 6
PED		Physical Education	1
BIO	151	General Biology	
or			
CHM	161	General Chemistry	
or			
PHY	271	General Physics	4
ART		Elective	6

Fifth Quarter			
BIO	152	General Biology	
or			
CHM	162	General Chemistry	
or			
PHY	272	General Physics	4
ART	280	Ancient Art History	
or	281	Renaissance Art History	
or	282	Modern Art History	5
ART		Electives	6
Sixth Quarter			
BIO	153	General Biology	
or			
CHM	163	General Chemistry	
or			
PHY	273	General Physics	4
MAT	151	Fundamentals of Mathematics	
or	161	College Algebra	5
ART		Elective	6

AUTO BODY REPAIR

DIPLOMA PROGRAM

The field of automotive body repair and painting needs many more well-trained people to meet the growing demand for the many special skills in this area of employment. In this program, much of the student's time in the shop is devoted to learning skills and practicing these skills on car bodies and their component parts. Every attempt is made to make these practical experiences as close as possible to actual on-the-job situations. The practical experience and related training provide an ideal way to prepare the students for entry into an occupation that offers many job opportunities.

Graduates of the Auto Body Repair Curriculum are qualified for jobs in which they remove dents in automobile bodies and fenders; take off fenders and replace them with new ones; straighten frames, doors, hoods, and deck lids; and align wheels. In their work these craftsmen operate welding equipment. They also make tests on and repair engine cooling systems. Auto body repairmen shrink stretched metal and prepare it for painting. They are called on to paint fenders and/or panels as well as to paint a complete vehicle. In addition to these duties, auto body repairmen remove, cut, fit, and install glass. They are required to remove and install interior trim; cut, sew, and install headings and seat covers; repair and replace upholstery and fabric tops of vehicles; and rebuild springs and padding. This type of employment includes reading and interpreting blueprints, charts instruction and service manuals, and wiring diagrams. These repairmen also prepare orders for repairs and parts as well as estimates and statements for adjusters. After gaining experience, many of these craftsmen open their own businesses or become body shop foremen, supervisors, or managers.

CURRICULUM IN AUTO BODY REPAIR

		COURSE TITLE	QTR. HRS. CREDIT
First Quarter			
AUT	1111	Auto Body Repair	9
MAT	1101	Essentials of Mathematics	5
RDG	1101	Reading Improvement	3
WLD	1101	Basic Gas Welding	1
Second Quarter			
AUT	1112	Auto Body Repair	9
WLD	1105	Auto Body Welding	1
AUT	1116	Basic Plastics Repairing	3
ENG	1102	Communication Skills	3

Third Quarter			
AUT	1113	Metal Finishing and Painting	7
PSY	1101	Human Relations	3
AUT	1117	Frame Straightening & Aligning	6
Fourth Quarter			
AUT	1114	Body Shop Applications	11
BUS	1103	Small Business Operations	3

Note: A diploma may be awarded for the successful completion of a Four-Quarter Program, or a Six-Quarter Program.

Fifth Quarter		**(optional)**	
AUT	1130	Advanced Body Repair I	7
AUT	1131	Advanced Body Repair II	7
Sixth Quarter		**(optional)**	
AUT	1132	Advanced Body Repair III	7
AUT	1133	Advanced Body Repair IV	7

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

SPECIALIST – AUTO BODY REPAIR

CERTIFICATE PROGRAM*

First Quarter			
AUT	1001	Auto Body Repair I	7
Second Quarter			
AUT	1002	Auto Body Repair II	7
Third Quarter			
AUT	1003	Auto Body Repair III	7
Fourth Quarter			
AUT	1004	Auto Body Repair IV	7

*Available only in the evening program, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter.

AUTOMOTIVE MECHANICS

DIPLOMA PROGRAM

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust components of automotive vehicles. Manual skills are developed in practical work using components mounted on stands and operational vehicles. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice. Diagnosing and repair work is assigned on scheduled vehicles.

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks and buses powered by a variety of internal combustion engines. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

Automobile mechanics diagnose, maintain, and repair mechanical, electrical, and other component parts of passenger cars, trucks, and busses. In some communities and rural areas they also may repair body parts, service tractors, marine engines and other types of equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications to assist in analysis, disassembly and assembly of component parts.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in particular types of repair work, such as repairing only electrical components, power steering, power brakes, or automatic transmissions. Usually such specialists have had "all-round" training in general automotive repair.

CURRICULUM IN AUTOMOTIVE MECHANICS

		COURSE TITLE	QTR. HRS. CREDIT
First Quarter			
PME	1101	Internal Comb. Engines	8
MAT	1101	Essentials of Mathematics	5
PHY	1101	Applied Science	4
RDG	1101	Reading Improvement	3

Second Quarter			
PME	1102	Engine Elect. and Fuel Systems	8
PHY	1102	Applied Science	4
MAT	1120	Applied Math	5
ENG	1102	Communication Skills	3
Third Quarter			
PME	1123	Brakes, Chassis and Suspension	8
AHR	1101	Automotive Air Conditioning	3
PSY	1101	Human Relations	3
WLD	1129	Basic Welding	3
Fourth Quarter			
PME	1124	Automotive Power Train Systems	7
PME	1125	Auto Servicing I	6
BUS	1103	Small Business Operations	3
Fifth Quarter			
PME	1202	Auto Elect/Electronics	7
PME	1203	Engine Tune-Up – Auto	7
PME	1214	Advanced Air Condition Repair	2
Sixth Quarter			
PME	1224	Adv. Automatic-Trans.	7
PME	1221	Front Suspension, Alignment and Power Steering	2
PME	1226	Auto Servicing II or Elective	5

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

Note: A diploma may be awarded for the successful completion of a Four-Quarter Program, or a Six-Quarter Program.

SPECIALIST – AUTOMOTIVE MECHANICS
CERTIFICATE PROGRAM*

First Quarter			
PME	1001	Internal Combustion Engine	7
Second Quarter			
PME	1002	Engine Electrical and Fuel Systems	7
Third Quarter			
PME	1003	Brakes, Chassis, Suspension Systems & Automotive Air Conditioning	7
Fourth Quarter			
PME	1004	Automotive Power Train Systems	7

*Available only in the evening program, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter.

BUSINESS ADMINISTRATION

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Business Administration curriculum is designed to prepare the student for employment in several occupations common to business. Training is aimed at preparing the student in the many phases of administrative work that might be encountered in the average business. This curriculum is designed to give the student the option of specializing, in his sophomore year, in Marketing and Retailing or in Small Business Management.

The student of the Business Administration curriculum may be employed in a variety of business fields: advertising, credit, marketing, manufacturing, retaining, office management.

BUSINESS MANAGEMENT CURRICULUM

		COURSE TITLE	QTR. HRS. CREDIT
First Quarter			
ENG	101	English	3
BUS	161	Accounting Principles	4
BUS	152	Introduction to Business	5
BUS	123	Business Mathematics	4
Second Quarter			
ENG	102	English	3
BUS	162	Accounting Principles	4
EDP	151	Introduction to Data Processing	4
BUS	136	Personal Development	3
BUS	120	Office Machines	4
Third Quarter			
ENG	103	English	3
BUS	163	Accounting Principles	4
SPH	251	Public Speaking	3
BUS	220	Business Communications	3
BUS	100	Personal Typewriting or Elective	3

MARKETING AND RETAILING OPTION

Fourth Quarter			
BUS	225	Principles of Marketing	5
BUS	224	Business Management	5
ECO	251	Principles of Economics	5
BUS	150	Business Law	3
Fifth Quarter			
BUS	228	Business Finance	3
BUS	223	Principles of Selling	3
BUS	246	Taxes	4
BUS	151	Business Law	3
ECO	252	Principles of Economics	5

Sixth Quarter

BUS	240	Advertising	3
BUS	229	Business Finance	3
BUS	239	Buying and Merchandising	3
BUS	237	Retailing	3
		Electives	6

SMALL BUSINESS MANAGEMENT OPTION

Fourth Quarter

BUS	225	Principles of Marketing	5
ECO	251	Economics	5
BUS	150	Business Law	3
BUS	224	Business Management	5

Fifth Quarter

BUS	228	Business Finance	3
BUS	246	Taxes	4
BUS	151	Business Law	3
BUS	226	Office Management	3
ECO	252	Economics	5

Sixth Quarter

BUS	134	Principles of Supervision	3
BUS	238	Business Insurance	5
BUS	229	Business Finance	3
		Electives	6

CARPENTRY

DIPLOMA PROGRAM

Carpentry is one of the basic trades in the construction field. Carpenters construct, erect, install, and repair structures of wood, plywood, and wallboard, using hand and power tools. The work must conform to local building codes for both residential and commercial structures.

This curriculum in carpentry is designed to train the individual to enter the trade with a background in both shop skills and related information. He must have a knowledge of mathematics, blueprint reading, methods of construction and a thorough knowledge of building materials.

The modern carpenter will work on new construction, maintenance, and repair of many types of structures, both residential and commercial. He should have an understanding of building materials, concrete form construction, rough framing, roof and stair construction, the application of interior and exterior trim, and the installation of cabinets and fixtures.

Most carpenters are employed by contractors in the building construction fields. When specializing in a particular phase of carpentry, the job is designated according to the specialty as layout carpenter, framing carpenter, concrete form carpenter, scaffolding carpenter, accoustical and insulating carpenter, and finish carpenter.

The carpenter constructs, erects, installs and repairs structures and fixtures of wood, plywood, wallboard, and other materials, using carpenters hand tools and power tools to conform to local building codes. He is required to use blueprints, sketches or building plans for information pertaining to type of material, dimensions, layout and design of structure, and method of construction.

CURRICULUM IN CARPENTRY

		COURSE TITLE	QTR. HRS. CREDIT
First Quarter			
RDG	1101	Reading Improvement	3
MAT	1101	Essentials of Mathematics	5
DFT	1111	Blueprint Reading & Sketching	1
CAR	1101	Carpentry	9
Second Quarter			
ENG	1102	Communication Skills	3
MAT	1112	Building Trades Mathematics	3
DFT	1110	Blueprint Reading & Building Trades	1
CAR	1103	Carpentry: Framing	10

Third Quarter			
PSY	1101	Human Relations	3
CAR	1113	Carpentry: Estimating	4
CAR	1102	Carpentry: Millwork & Cabinetmaking	10
Fourth Quarter			
CAR	1114	Building Codes	4
BUS	1103	Small Business Operations	3
CAR	1104	Carpentry: Finishing	10

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

SPECIALIST – CARPENTRY AND CABINETMAKING

CERTIFICATE PROGRAM*

First Quarter			
CAR	1001	Introduction to Carpentry and Woodworking	7
Second Quarter			
CAR	1002	Framing and Wood Technology	7
Third Quarter			
CAR	1003	Practical Cabinetmaking, Millwork and Fixtures	7
Fourth Quarter			
CAR	1004	Practical Finishing and Woodworking	7

*Available only in the evening program, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter.

CHILD CARE WORKER

DIPLOMA PROGRAM
(Proposed for Fall, 1975)

The Child Care Worker Curriculum is designed to prepare students to work with the preschool child. It can be offered for pre-employment or for upgrading personnel already working in child care facilities. Classroom learnings include theoretical topics, demonstration of practical applications, and student discussions to promote understanding of a developmental philosophy toward early childhood. The interpersonal skills require theoretical knowledge of early childhood, skill in relating to a wide variety of ability to accept others without judgmental attitudes.

The child care worker assists professional personnel in implementing a planned program of activities. Child care workers must be prepared to apply developmental concepts to child care, teaching desirable behavior and guiding each child in habit formation, health practices, and individual and group activities according to the needs of each and according to his level of development. Graduates of this course may find employment in day care centers, nursery schools, kindergartens, child development centers, hospitals, institutions, camps, and recreation centers. With appropriate in-service training, graduates could be prepared to assist professional personnel in centers for children with developmental handicaps — the emotionally disturbed, the retarded, or the physically disabled.

CURRICULUM IN CHILD CARE WORKER

		COURSE TITLE	QTR. HRS. CREDIT
First Quarter			
EDU	1130	Day Care for Young Children	4
EDU	1132	Health and Nutrition	5
EDU	1101	Activities for Young Children	4
EDU	1135	Human Growth and Development	6
RDG	1101	Reading Improvements	3
Second Quarter			
EDU	1140	Working With the Young Child	7
EDU	1120	Communicating Effectively With the Young Child	3
EDU	1103	Music in the Early Childhood Program	4
EDU	1105	Science in the Early Childhood Program	4
ENG	1102	Communication Skills	3
Third Quarter			
EDU	1145	Working With the Young Child With Problems	7
EDU	1123	Conceptual and Language Development	3
EDU	1148	Group Care of Infants	5
EDU	1108	Art in the Early Childhood Program	4

Fourth Quarter

EDU	1149	Adm. & Supv. in Pre-School Facility	4
EDU	1150	Seminar-Practicum in Early Childhood Education	7
EDU	1125	Parent Education	3
EDU	1110	Literature in the Early Childhood Program	3

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

COLLEGE TRANSFER CURRICULUM

ASSOCIATE IN ARTS DEGREE

The College Transfer Curriculum is designed for students who intend to transfer to a senior college for their baccalaureate degree. Flexible by design, the courses can be selected to meet the general education requirements of most colleges and universities. Students in this curriculum are encouraged to examine the requirements of the senior institution to which they plan to transfer for completion of their four-year degree. Counselors and advisors are available to assist students in designing their program.

The minimum requirement for the Associate in Arts degree is 96 quarter hours as specified below, with an overall grade point average of 2.00 or higher.

ASSOCIATE IN ARTS DEGREE CURRICULUM

English 15
Must include: ENG 151, 152, 153 – 9 q.h.
ENG 150 – 1 q.h., Literature – 5 q.h.

Health and Physical Education 4

Humanities and Fine Arts 10
Courses must be selected from: Art, Foreign Language, Dance, Drama, Literature, Music, Philosophy, Religion and Speech.

Science and Mathematics 13
Minimum of 8 q.h. in an introductory science sequence
Math 151 or 161 (5 q.h.) recommended

Social Science 10
American History or Western Civilization sequence

Electives 44
Students should select electives which correspond with their major and the institution to which they wish to transfer.

CRIMINAL JUSTICE – LAW ENFORCEMENT

ASSOCIATE IN APPLIED SCIENCE DEGREE

(Through Davidson Community College)

Mitchell Community College, under an arrangement with Davidson Community College, offers an opportunity for law enforcement personnel and other interested persons to receive an Associate in Applied Science Degree.

CULINARY SCIENCE

DIPLOMA PROGRAM

The Culinary Science program is designed to instruct the student in the basic principles of fine cuisine as it is practiced in the finest hotels and restaurants in the country. Emphasis is placed on sanitation, maintenance, layout, duties of the various stations in the kitchen, vegetable preparation, simple salads, a basic introduction to cold sauces, and various methods of cooking. Menu planning, food preparation, and baking are stressed, all with supervised work experience.

Employment opportunities will be found as assistants in the catering service, cooks, buying food, and dining room management in the hotel/motel restaurants and associated fields.

CURRICULUM IN CULINARY SCIENCE

		COURSE TITLE	QTR. HRS. CREDIT
First Quarter			
RDG	1101	Reading Improvement	3
CSP	1100	Food Service Orientation	3
CSP	1101	Food Preparation I	7
BUS	1103	Small Business Operations	3
Second Quarter			
ENG	1102	Communication Skills	3
CSP	1115	Food Purchasing I	3
CSP	1103	Food Preparation II	7
CSP	1105	Baking I	2
Third Quarter			
PSY	1101	Human Relations	3
CSP	1106	Food Preparation III	7
CSP	1108	Menu Planning	2
CSP	1112	Baking II	2
CSP	1117	Food Purchasing II	3
Fourth Quarter			
CSP	1110	Supervised Work Experience*	16

*The student must have completed all major courses with a "C" average or better through the third quarter and/or have the approval of the Department Chairman prior to entering the supervised work experience.

Uniforms will be required for all students.

DANCE

ASSOCIATE IN FINE ARTS DEGREE

A graduate of the two-year program in Dance will have completed the first two years of course work for a baccalaureate degree. Flexible by design, the program can be arranged to meet the general education requirements of the senior institution to which he plans to transfer.

DANCE CURRICULUM

		COURSE TITLE	QTR. HRS. CREDIT
First Quarter			
ENG	150	Introduction to Resource Material	1
ENG	151	Composition I	3
FRE	151	Elementary French I	
or			
SPA	151	Elementary Spanish I	5
DAN	151	Ballet Technique	2
HIS	151	History of Western Civilization	
or	251	U. S. History	5
Second Quarter			
ENG	152	Composition II	3
FRE	152	Elementary French II	
or			
SPA	152	Elementary Spanish II	5
DAN	152	Ballet Technique	2
DAN	155	Modern Technique	2
PED		Physical Education	1
HIS	152	History of Western Civilization	
or	252	U. S. History	5
Third Quarter			
ENG	153	Composition III	3
DAN	161	Dance Glossary	1
DRA	151	Drama Appreciation	3
DAN	153	Ballet Technique	2
DAN	257	Dance Composition	3
PED		Physical Education	1
Fourth Quarter			
BIO	151	General Biology	
or			
CHM	151	General Chemistry	
or			
PHY	271	General Physics	4
DRA	152	Stage Crafts	3
DAN	251	Ballet Technique	3
DAN	254	Modern Technique	2
DAN	260	Dance History	2
PED		Physical Education	1

Fifth Quarter			
BIO	151	General Biology	
or			
CHM	162	General Chemistry	
or			
PHY	272	General Physics	4
DAN	252	Ballet Technique	2
DAN	255	Modern Technique	2
DAN	261	Dance History	2
ENG	261	Major British Writers	
or			
ENG	271-272	American Literature	5 or 6
Sixth Quarter			
BIO	252	General Biology	
or			
CHM	262	General Chemistry	
or			
PHY	273	General Physics	4
DAN	253	Ballet Technique	2
DAN	256	Modern Technique	2
DAN	258	Dance Performance	3
PED		Physical Education	1
MAT	151	Fundamentals of Mathematics	
or	161	College Algebra	5

DRAFTING – MECHANICAL

DIPLOMA PROGRAM

This curriculum is designed to prepare students to enter the field of drafting. The first two quarters contain courses basic to all fields of drafting. The third and fourth quarters contain specialization and related courses that prepare one to enter mechanical drafting occupations or construction drafting.

Each course is prepared to enable an individual to advance rapidly in drafting proficiency upon entering the field of work. Courses are arranged in sequence to develop drafting skills and proficiency in mathematics and science. The draftsman associates with many levels of personnel – administrative, architects, engineers, skilled workmen – and must be able to communicate effectively with them. Courses to develop knowledge and skills in communication, human relations, economics and industrial organization are provided to assist the student in developing understandings and confidence in his relations with other persons.

Draftsmen prepare clear, complete, and accurate working plans and detail drawings, from rough or detailed sketches or notes for engineering or manufacturing purposes, according to the specified dimensions: make final sketches of the proposed drawing, checking dimension of parts, materials to be used, the relation of one part to another, and the relation of the various parts to the whole structure. Make any adjustments or changes necessary or desired. Ink in lines and letters on pencil drawings as required. Exercise manual skill in the manipulation of triangle, T-square, and other drafting tools. Lay tracing paper on drawing and traces drawing in pencil or ink. Make charts for representation of statistical data. Make finished designs from sketches. Utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete the drawings.

CURRICULUM IN DRAFTING – MECHANICAL

		COURSE TITLE	QTR. HRS. CREDIT
First Quarter			
DFT	1121	Drafting	9
MAT	1103	Geometry	5
RDG	1101	Reading Improvement	3
PHY	1101	Applied Science	4
Second Quarter			
DFT	1122	Drafting	7
DFT	1125	Descriptive Geometry	4
MAT	1102	Algebra	5
ENG	1102	Communication Skills	3
PHY	1102	Applied Science	4

Third Quarter

DFT	1131	Mechanical Drafting	9
MAT	1104	Trigonometry	3
PSY	1101	Human Relations	3
PHY	1104	Applied Science III: Light and Sound	4
DFT	1144	Building Materials and Methods	3

Fourth Quarter

DFT	1132	Mechanical Drafting	10
DFT	1143	Building Mechanical Equipment	3
CIV	1101	Surveying	3
BUS	1103	Business Operations	3

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

SPECIALIST – DRAFTING – MECHANICAL

CERTIFICATE PROGRAM*

First Quarter

DFT	1001	Practical Drafting	7

Second Quarter

DFT	1002	Practical Drafting	7

Third Quarter

DFT	1003	Practical Drafting	7

Fourth Quarter

DFT	1004	Practical Drafting	7

*Available only in the evening program, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter.

ELECTRICAL INSTALLATION AND MAINTENANCE

DIPLOMA PROGRAM

The rapid expansion of the national economy and the increasing development of new electrical products are providing a growing need for qualified people to install and maintain electrical equipment. By mid-1960 more than 350,000 were employed as either construction electricians or maintenance electricians. Between 5,000 and 10,000 additional tradesmen are required each year to replace those leaving the industry. It is expected that the total requirements for electrical tradesmen will be more than 800,000 by 1980. The majority of the electrical tradesmen today are trained through apprenticeship or on-the-job training programs.

This curriculum will provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A large portion of the program is devoted to laboratory and shop instruction which is designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of the electrical trades program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power, and power factor of single and polyphase alternating circuits. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems; business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through up-grading courses offered in the center.

CURRICULUM IN ELECTRICAL INSTALLATION AND MAINTENANCE

		COURSE TITLE	QTR. HRS. CREDIT
First Quarter			
RDG	1101	Reading Improvement	3
MAT	1101	Essentials of Math	5
PHY	1101	Applied Science	4
ELC	1112	Direct and Alternating Current	9

Second Quarter			
ELC	1113	Alternating Current and Direct Current Machines and Controls	10
DFT	1110	Blueprint Reading: Building Trades	1
ENG	1102	Communication Skills	3
PHY	1102	Applied Science	4
Third Quarter			
ELC	1124	Residential Wiring	8
ELN	1118	Industrial Electronics	6
PSY	1101	Human Relations	3
DFT	1113	Blueprint Reading: Electrical	1
Fourth Quarter			
ELC	1125	Commercial and Industrial Wiring	9
ELN	1119	Industrial Electronics	6
BUS	1103	Business Operations	3

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

SPECIALIST
ELECTRICAL INSTALLATION AND MAINTENANCE

CERTIFICATE PROGRAM*

First Quarter			
ELC	1001	Direct and Alternating Current	7
Second Quarter			
ELC	1002	Alternating Current and Direct Current Machines and Controls	7
Third Quarter			
ELC	1003	Residential Wiring	7
Fourth Quarter			
ELC	1004	Commercial and Industrial Wiring	7

*Available only in the evening program, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter.

ELECTRONIC DATA PROCESSING

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Electronic Data Processing curriculum is designed to prepare the student for employment in a number of occupational specialties required by a large computer system and at the same time provide him with a theoretical foundation sufficient for him to advance in the data processing profession.

The student of the Electronic Data Processing curriculum may be employed by a business using a large computer system as a key punch operator, computer operator, programmer, systems analyst, and supervisor.

ELECTRONIC DATA PROCESSING CURRICULUM

		COURSE TITLE	QTR. HRS. CREDIT
First Quarter			
ENG	101	Grammar	3
BUS	161	Accounting Principles	4
EDP	151	Introduction to Data Processing	4
BUS	152	Introduction to Business	5
BUS	123	Business Mathematics	4
Second Quarter			
ENG	102	Composition	3
EDP	101	Data Processing — Card Punch	4
BUS	162	Accounting Principles	4
BUS	150	Business Law	3
ECO	251	Principles of Economics	5
Third Quarter			
ENG	103	Technical Writing	3
EDP	102	Data Processing — Functional Wiring Principles	4
BUS	163	Accounting Principles	4
ECO	252	Principles of Economics	5
BUS	151	Business Law	3
Fourth Quarter			
BUS	244	Cost Accounting	4
EDP	201	Computer Programming	4
BUS	224	Business Management	5
BUS	136	Personal Development	3
		Elective	3
Fifth Quarter			
EDP	202	Computer Programming	4
BUS	246	Taxes	4
BUS	120	Office Machines	4
BUS	226	Office Management	3
		Elective	3

Sixth Quarter

EDP	203	Computer Programming	4
BUS	220	Business Communications	3
SPH	251	Public Speaking	3
		Elective	3

EXECUTIVE SECRETARY

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Executive Secretary Curriculum is designed to prepare students to assume responsible positions in the secretarial profession.

The student in the Executive Secretary curriculum may be employed in a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.

EXECUTIVE SECRETARY CURRICULUM

		COURSE TITLE	QTR. HRS. CREDIT
First Quarter			
ENG	101	Grammar	3
BUS	153	Typewriting	3
BUS	156	Shorthand	4
BUS	221	Office Procedure	3
BUS	152	Introduction to Business	5
Second Quarter			
ENG	102	Composition	3
BUS	154	Typewriting	3
BUS	157	Shorthand	4
BUS	222	Office Procedure	3
EDP	151	Introduction to Data Processing	4
Third Quarter			
ENG	103	Technical Writing	3
BUS	155	Typewriting	3
BUS	158	Shorthand	4
SPH	251	Public Speaking	3
BUS	122	Filing	3
Fourth Quarter			
BUS	123	Business Mathematics	4
BUS	201	Typewriting	3
BUS	211	Shorthand Dictation and Transcription	4
BUS	150	Business Law	3
BUS	161	Principles of Accounting	4
Fifth Quarter			
BUS	162	Principles of Accounting	4
BUS	202	Typewriting	3
BUS	212	Shorthand Dictation and Transcription	4
BUS	151	Business Law	3
BUS	120	Office Machines	4

Sixth Quarter

BUS	220	Business Communications	3
BUS	203	Typewriting	3
BUS	213	Shorthand Dictation and Transcription	4
BUS	121	Machine Transcription	4
BUS	136	Personal Development	3

GENERAL OFFICE TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE

The General Office Technology curriculum is designed to prepare students in the basic skills necessary for initial general office work. The student should also develop an understanding of office organization and office routines, which will enable them to adapt to the diversified opportunities available in office employment.

The students of the General Office Technology curriculum may be employed as general office workers, clerk typists, file clerks, mail clerks, receptionists, machine transcriptionists, and in a variety of other office positions.

GENERAL OFFICE TECHNOLOGY CURRICULUM

		COURSE TITLE	QTR. HRS. CREDIT
First Quarter			
ENG	101	Grammar	3
BUS	153	Typewriting	3
BUS	221	Office Procedure	3
BUS	123	Business Mathematics	4
BUS	120	Office Machines	4
Second Quarter			
ENG	102	Composition	3
BUS	154	Typewriting	3
BUS	222	Office Procedure	3
BUS	121	Machine Transcription	4
		Elective	3
Third Quarter			
ENG	103	Technical Writing	3
BUS	155	Typewriting	3
BUS	136	Personal Development	3
BUS	122	Filing	3
		Elective	3
Fourth Quarter			
BUS	201	Typewriting	3
BUS	161	Accounting Principles	4
EDP	151	Introduction to Data Processing	4
BUS	150	Business Law	3
		Elective	3
Fifth Quarter			
BUS	202	Typewriting	3
BUS	246	Taxes	4
BUS	151	Business Law	3
BUS	162	Accounting Principles	4
		Elective	3

Sixth Quarter

BUS	203	Typewriting	3
BUS	220	Business Communications	3
SPH	251	Public Speaking	3
		Business Education Elective	3
		Elective	3

GRAPHIC COMMUNICATIONS

DIPLOMA PROGRAM

Graphic Communications is a program that includes training in the skills involved in operating an offset press. During the last decade, offset printing has evolved into a highly complex skill requiring a variety of skills and special knowledge. Plate making, use of the offset camera, bindery operations, graphic arts, and skills. This program is designed to give students the knowledge and hands-on practice in operating printing equipment, using photography equipment, and operating bindery equipment that will enable them to enter into the field of printing at a level that is desired by the printing industry.

This curriculum is arranged so that the students can find employment after acquiring the basic printing skills, or they may continue in one of two specialty areas — the Photo Graphics Option or the Commercial Art Graphics Option. The first four quarters cover the basic skills, and the specialization in photography or graphic arts is covered in the next three quarters. The Photo Graphics Option covers photography for printers, color work, and design for photography. The Commercial Art Graphics Option covers drafting, art, design, illustration, printing, and photography.

Positions can be found in the printing industry for trained people in such places as business and industry, state and local government, and education. All of these have printing operations. Present trends indicate that the future demands for qualified offset printers will be even greater as new methods and equipment evolve.

GRAPHIC COMMUNICATIONS CURRICULUM

		COURSE TITLE	QTR. HRS. CREDIT
First Quarter			
MAT	1101	Fundamentals of Mathematics	5
RDG	1101	Reading Improvement	3
PRN	1111	Printing Processes	4
PRN	1133	Basic Composition	4
PRN	1126	Offset Presswork	4
Second Quarter			
ENG	1102	Communication Skills	3
PRN	1113	Offset Camera I	4
PRN	1134	Composition	4
PRN	1127	Offset Presswork	6
Third Quarter			
PSY	1101	Human Relations	3
PRN	1116	Offset Camera II	4
PRN	1112	Offset Platemaking and Printing Measurements	4
PRN	1132	Offset Presswork	5

Fourth Quarter

BUS	1103	Small Business Operation	3
PRN	1124	Bindery Operation	4
PHO	1135	Photography for Printers	4
PRN	1136	Production Printing	6

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

COMMERCIAL ART GRAPHICS OPTION

Fifth Quarter

DFT	1123	Drafting	4
CAT	1101	Advertising Principles	3
CAT	1105	Life Study	3
CAT	1121	Commercial Art and Advertising Design	4
PRN	1137	Offset Presswork	2

Sixth Quarter

CAT	1110	Industrial Illustration	4
CAT	1116	Photography	4
CAT	1122	Commercial Art and Advertising Design	4
PRN	1138	Offset Presswork	2

Seventh Quarter

PRN	1138	Creative Art and Photography
PRN	1139	Printing Layout and Type Styles
DES	1225	Color Theory and Application
PRN	1138	Offset Presswork

PHOTO GRAPHICS OPTION

Fifth Quarter

PHO	1107	Fundamentals of Photography	5
DES	1125	Color Theory and Application	4
PRN	1117	Offset Camera III	4
PRN	1137	Offset Presswork	2

Sixth Quarter

PHO	1109	Intermediate Photography	5
PHO	1111	Applied Principles of Photography	5
CAT	1101	Advertising Principles	3
PRN	1138	Offset Presswork	2

Seventh Quarter

PHO	1116	Advanced Photography	7
DES	1122	Design for Photography	4
PRN	1139	Offset Presswork	2

SPECIALIST – GRAPHIC COMMUNICATIONS

CERTIFICATE PROGRAM*

First Quarter			
PRN	1001	Printing	7
Second Quarter			
PRN	1002	Printing	7
Third Quarter			
PRN	1003	Printing	7
Fourth Quarter			
PRN	1004	Printing	7

*Available only in the evening program, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter.

INDUSTRIAL MAINTENANCE ELECTROMECHANICAL

DIPLOMA PROGRAM
(Proposed for Fall, 1976)

The Industrial Maintenance Program is designed to prepare the student to repair and maintain machinery, electrical wiring and fixtures, and hydraulics and pneumatic devices found in industrial facilities. He uses blueprints and sketches, manuals and codes, and works with hand tools made for electricians and machinists. He diagnoses causes of malfunctions in industrial machines. He sets up and operates machine tools such as the lathe, milling machine, and drill press to repair or make machine parts. He installs machine parts, starts machines, observes operations, and inspects the machine with test instruments.

An industrial serviceman may be required to install, maintain, and service electrical and mechanical equipment. He should be able to follow directions from blueprints and sketches, use hand tools and metal working machines, and work with measuring and testing instruments. He operates metal working machines such as the lathe, milling machine, and drill press to make repairs. He uses the micrometer and calipers to verify dimensions. He assembles wires, insulation, and electrical components, using hand tools and soldering equipment. He tests electrical circuits and components to locate shorts, faulty connections and defective parts, using test meters. He also inspects and tests hydraulic equipment after new installations or repairs.

CURRICULUM IN INDUSTRIAL MAINTENANCE

		COURSE TITLE	QTR. HRS. CREDIT
First Quarter			
DFT	1104	Blueprint Reading: Mechanical	4
MEC	1101	Machine Shop Theory and Practice	6
MAT	1101	Fundamentals of Mathematics	5
RDG	1101	Reading Improvement	3
PHY	1101	Applied Science	4
Second Quarter			
ELC	1112	Direct and Alternating Current	9
WLD	1104	Basic Welding and Cutting	6
DFT	1113	Blueprint Reading: Electrical	4
Third Quarter			
ISC	1101	Industrial Safety	3
ENG	1102	Communication Skills	3
PSY	1101	Human Relations	3
AHR	1124	Air Conditioning and Refrigeration Service	8
PLU	1110	Plumbing – Pipe Work	6

Fourth Quarter

ELC	1113	A/C, D/C Machines & Controls	10
BUS	1103	Small Business Operations	3
MEC	1133	Mechanical Maintenance	7

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

INDUSTRIAL MANAGEMENT

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Industrial Management curriculum is designed to prepare the student for supervisory and mid-management responsibilities in industry. The student should acquire human relations and communication skills as well as an understanding of proper production methods.

The student of the Industrial Management curriculum may be employed by a variety of manufacturing businesses either in a supervisory or mid-management position.

This program is available only in the evening on a full time basis.

CURRICULUM IN INDUSTRIAL MANAGEMENT

		COURSE TITLE	QTR. HRS. CREDIT
First Quarter			
ENG	101	Grammar	3
BUS	123	Business Mathematics	4
BUS	152	Introduction to Business	5
ECO	251	Principles of Economics	5
BUS	130	Principles of Industrial Management	4
Second Quarter			
ENG	102	Composition	3
ECO	252	Principles of Economics	5
BUS	228	Business Finance	3
BUS	136	Personal Development	3
BUS	150	Business Law	3
Third Quarter			
ENG	103	Technical Writing	3
BUS	131	Manufacturing Cycles	5
BUS	135	Work Measurement	4
BUS	133	Industrial Safety	3
BUS	134	Principles of Supervision	3
Fourth Quarter			
BUS	233	Foremanship Supervision	4
BUS	234	Personnel Management	3
BUS	224	Business Management	5
BUS	225	Principles of Marketing	5
Fifth Quarter			
BUS	235	Production Planning	4
BUS	231	Plant Layout	4
BUS	232	Labor Economics & Labor Relations	4
BUS	132	Job Analysis and Evaluation	4
		Elective	3

Sixth Quarter

EDP	151	Introduction to Data Processing	4
BUS	230	Quality Control	4
BUS	236	Value Analysis	3
SPH	251	Public Speaking	3
		Elective	6

MUSIC

ASSOCIATE IN FINE ARTS DEGREE

A graduate of the Music program will have completed the first two years of course work for a baccalaureate degree. Flexible by design, the program can be arranged to meet the general education requirements of the senior institution to which he plans to transfer.

MUSIC CURRICULUM

		COURSE TITLE	QTR. HRS. CREDIT
First Quarter			
ENG	150	Introduction to Resource Material	1
ENG	151	Composition I	3
MUS	151	Music Theory	3
MUS	154	Sight Singing	2
MUS	Applied	Organ, Piano or Voice (Major)	2
MUS	Applied	Organ, Piano or Voice (Minor)	1
MUS	160	Choir	1
HIS	151	History of Western Civilization	
or	251	U. S. History	5
PED		Physical Education	1
Second Quarter			
ENG	152	Composition II	3
MUS	152	Music Theory	3
MUS	155	Sight-Singing	2
MUS	Applied	Organ, Piano, or Voice (Major)	2
MUS	Applied	Organ, Piano, or Voice (Minor)	1
MUS	160	Choir	1
HIS	151	History of Western Civilization	
or	251	U. S. History	5
Third Quarter			
ENG	153	Composition III	3
MUS	153	Music Theory	3
MUS	156	Sight Singing	2
MUS	Applied	Organ, Piano, or Voice (Major)	2
MUS	Applied	Organ, Piano, or Voice (Minor)	1
MUS	160	Choir	1
MAT	151	Fundamentals of Mathematics	
or	161	College Algebra	5
PED		Physical Education	1
Fourth Quarter			
BIO	151	General Biology	
or			
CHM	161	General Chemistry	
or			
PHY	271	General Physics	4
MUS	251	Music Theory	3
MUS	254	Sight-Singing	2

MUS	Applied	Organ, Piano, or Voice (Major)	2
MUS	Applied	Organ, Piano, or Voice (Minor)	1
MUS	260	Choir	1
PED		Physical Education	1
MUS	282	Music Literature	2

Fifth Quarter

BIO	152	General Biology	
or			
CHM	162	General Chemistry	
or			
PHY	272	General Physics	4
MUS	252	Music Theory	3
MUS	255	Sight Singing	2
MUS	Applied	Organ, Piano, or Voice (Major)	2
MUS	Applied	Organ, Piano, or Voice (Minor)	1
MUS	260	Choir	1
MUS	283	Music Literature	5

Sixth Quarter

BIO	153	General Biology	
or			
CHM	163	General Chemistry	
or			
PHY	273	General Physics	4
MUS	253	Music Theory	3
MUS	256	Sight Singing	2
MUS	Applied	Organ, Piano, or Voice (Major)	2
MUS	Applied	Organ, Piano, or Voice (Minor)	1
MUS	260	Choir	1
MUS	284	Music Literature	2

NURSE'S AIDE

CERTIFICATE PROGRAM
(Proposed for Academic Year 1975-1976)

This one quarter program is designed to prepare qualified applicants to become nurse's aides. Emphasis is placed on methods of giving efficient and safe care to patients while remaining cognizant of the psychological and emotional aspects of illness.

The curriculum offers basic knowledge as well as opportunity to develop beginning skills for giving personal and therapeutic care. Clinical experience is provided at the local hospital and area nursing homes.

The Nursing Assistant or Nurse's Aide is an auxiliary worker, carrying out duties of a nursing nature. She assists the Registered Nurse and the Licensed Practical Nurse in a limited capacity and is directly responsible to the professional nurse who delegates, assigns and supervises all of the Nurses' Aide activities. Her duties are concerned with basic patient care, select diagnostic and therapeutic procedures, equipment care, and maintenance of environmental conditions conducive to the comfort and safety of the patient.

Graduates may obtain employment in general hospitals, nursing homes, mental institutions, clinics or in private homes.

CURRICULUM IN NURSE'S AIDE

		COURSE TITLE	QTR. HRS. CREDIT
NUR	1100	Nurse's Aide	14

The one-quarter program will be offered upon sufficient student demand and at the request of area health services agencies.

PRACTICAL NURSING

DIPLOMA PROGRAM

The Practical Nursing Curriculum is designed to prepare selected qualified applicants for entry into nursing as general practitioners. The Licensed Practical Nurse is one who is prepared to meet the daily needs of the patient whose condition is relatively stable and to assist the Registered Nurse and/or Physician to meet the needs of the patient whose condition is unstable or complex.

The four-quarter program emphasizes the acquisition of the knowledge and skills required in the performance of simple nursing procedures. Skills needed in the performance of these duties are developed through clinical practice at local hospitals and other health agencies. Upon satisfactory completion of the program, the graduate is eligible to take the licensure examination of the North Carolina Board of Nursing.

Work opportunities are not limited. Graduates may secure employment in hospitals, clinics, physicians' offices, nursing and convalescent homes. They are also eligible to take the Federal Civil Service Exam, which entitles them to seek employment in government hospitals.

CURRICULUM IN PRACTICAL NURSING

		COURSE TITLE	QTR. HRS. CREDIT
First Quarter			
RDG	1101	Reading Improvement	3
PSY	1101	Human Relations	3
NUR	1101	Basic Science	6
NUR	1102	Fundamentals of Nursing	8
Second Quarter			
NUR	1103	Medical-Surgical Nursing I	4
NUR	1104	Introduction to Pharmacology	2
NUR	1105	Maternal-Child Care	6
NUR	1106	Nursing Care of Children	6
NUR	1107	Clinical Experience I	5
Third Quarter			
NUR	1108	Medical-Surgical Nursing II	9
NUR	1109	Pharmacology and Drug Therapy	3
NUR	1110	Clinical Experience II	8
Fourth Quarter			
NUR	1111	Medical-Surgical Nursing III	7
NUR	1112	Vocational Adjustments	1
ENG	1102	Communication Skills	3
NUR	1113	Clinical Experience III	8

PRE-BUSINESS ADMINISTRATION

ASSOCIATE IN ARTS DEGREE

The Pre-Business Administration courses are designed to meet the requirements of the Associate in Arts degree at Mitchell Community College. The program is arranged on an individual basis. The courses will transfer and are the basis for a two-year transfer program. The courses are also practical for business employment since it is possible to concentrate heavily on business related courses. Students who intend to transfer should inform themselves of the requirements of the senior institution in order to more realistically plan their program of study.

PRE-BUSINESS ADMINISTRATION CURRICULUM

		COURSE TITLE	QTR. HRS. CREDIT
First Quarter			
ENG	150	Introduction to Resource Materials	1
ENG	151	Composition I	3
HIS	151	History of Western Civilization	
or	251	U. S. History	5
BIO	151	General Biology	
or			
CHM	161	General Chemistry	
or			
PHY	271	General Physics	4
EDP	151	Introduction to Business Data Processing	4
PED		Physical Education	1
Second Quarter			
ENG	152	Composition II	3
HIS	152	History of Western Civilization	
or	252	U. S. History	5
BIO	152	General Biology	
or			
CHM	162	General Chemistry	
or			
PHY	252	General Physics	4
PED		Physical Education	1
Third Quarter			
ENG	153	Composition III	3
BIO	153	General Biology	
or			
CHM	163	General Chemistry	
or			
PHY	273	General Physics	4
		Electives (Foreign Language and Fine Arts)	9
PED		Physical Education	1

Fourth Quarter			
BUS	161	Accounting Principles	4
ECO	251	Principles of Economics	5
ENG	261	Major British Writers	
or	271-272	American Literature	5 or 6
MAT	151	Fundamentals of Mathematics	
or	161	College Algebra	5
PED		Physical Education	1
Fifth Quarter			
BUS	162	Accounting Principles	4
ECO	252	Principles of Economics	5
		Electives (Foreign Language and Fine Arts)	5
MAT	151	Fundamentals of Mathematics	
or	161	College Algebra	5
Sixth Quarter			
BUS	163	Accounting Principles	4
		Electives (Foreign Language and Fine Arts)	3
		Electives	11

PRE-BUSINESS EDUCATION

ASSOCIATE IN ARTS DEGREE

The Pre-Business Education courses are designed to meet the needs of the students desiring to transfer after two years. Students should inform themselves of the requirements of the senior institution in order to more realistically plan their program of study.

PRE-BUSINESS EDUCATION CURRICULUM

		COURSE TITLE	QTR. HRS. CREDIT
First Quarter			
ENG	150	Introduction to Resource Materials	1
ENG	151	Composition I	3
HIS	151	History of Western Civilization	
or	251	U. S. History	5
BIO	151	General Biology	
or			
CHM	161	General Chemistry	
or			
PHY	271	General Physics	4
BUS	153	Typewriting	3
PED		Physical Education	1
Second Quarter			
ENG	152	Composition II	3
HIS	152	History of Western Civilization	
or	252	U. S. History	5
BIO	152	General Biology	
or			
CHM	162	General Chemistry	
or			
PHY	272	General Physics	4
BUS	154	Typewriting	3
		Elective (Fine Arts and Humanities)	3
PED		Physical Education	1
Third Quarter			
ENG	153	Composition III	3
BIO	153	General Biology	
or			
CHM	163	General Chemistry	
or			
PHY	273	General Physics	4
BUS	155	Typewriting	3
EDP	151	Introduction to Business Data Processing	4
		Elective (Humanities and Fine Arts)	3
PED		Physical Education	1

Fourth Quarter			
BUS	161	Accounting Principles	4
ECO	251	Principles of Economics	5
ENG	261	Major British Writers	
or	271-272	American Literature	5 or 6
BUS	156	Shorthand	4
PED		Physical Education	1
Fifth Quarter			
BUS	162	Accounting Principles	4
ECO	252	Principles of Economics	5
MAT	151	Fundamentals of Mathematics	
or	161	College Algebra	5
BUS	157	Shorthand	4
Sixth Quarter			
BUS	163	Accounting Principles	4
BUS	158	Shorthand	4
		Elective (Humanities and Fine Arts)	5
MAT	151	Fundamentals of Mathematics	
or	161	College Algebra	5

PRODUCT SERVICING

DIPLOMA PROGRAM
(Proposed for Fall, 1975)

The Curriculum in Product Servicing is designed to provide the basic knowledge and skills involved in the installation, maintenance, and servicing of radios, televisions, and sound amplifier systems. A large portion of time is spent in the laboratory verifying electronic principles and developing servicing techniques.

A radio and television serviceman may be required to install, maintain, and service amplitude modulated and frequency modulated home and auto radios; transistorized radios; monochrome and color television sets; inter-communication, public address, and paging systems; high fidelity and stereophonic amplifiers; record players and tape recorders. His work will require meeting the public, both in the repair shop and on service calls. A serviceman who establishes his own business will also need to know how to maintain business records and inventory.

CURRICULUM IN PRODUCT SERVICING

		COURSE TITLE	QTR. HRS. CREDIT
First Quarter			
ELC	1112	Direct and Alternating Current	9
MAT	1101	Essentials of Mathematics	5
RDG	1101	Reading Improvements	3
Second Quarter			
ELN	1121	Vacuum Tubes and Circuits	7
ELN	1122	Transistor Theory and Circuits	10
ENG	1102	Communications Skills	3
Third Quarter			
ELN	1123	Black and White Television Servicing	15
PHY	1103	Applied Science: Light and Sound	4
Fourth Quarter			
ELN	1124	Color Television Servicing	15
BUS	1103	Small Business Operations	3

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

TEACHER'S AIDE

ASSOCIATE IN APPLIED SCIENCE DEGREE

Students who successfully complete this program should be able to find employment in a public school as a teacher's aide.

CURRICULUM IN TEACHER'S AIDE

		COURSE TITLE	QTR. HRS. CREDIT
First Quarter			
ENG	101	Grammar I	3
BUS	153	Typewriting	3
BUS	152	Introduction to Business	5
HIS	151	History of Western Civilization	
or	251	U. S. History	5
Second Quarter			
ENG	102	Composition	3
BUS	154	Typewriting	3
BUS	123	Business Mathematics	4
EDU	100	Instructional Media	3
HIS	152	History of Western Civilization	
or	252	U. S. History	5
Third Quarter			
ENG	103	Technical Writing	3
BUS	155	Typewriting	3
BUS	122	Filing	3
BUS	120	Office Machines	4
EDU	261	Introduction to Education	3
Fourth Quarter			
HEA	251	First Aid & Safety	3
PSY	151	General Psychology	5
BUS	221	Office Procedures	3
EDU	101	Teacher's Aide Internship	3
		Elective	3
Fifth Quarter			
HEA	253	Community Health	3
BUS	222	Office Procedures	3
PSY	261	Educational Psychology	5
EDU	102	Teacher's Aide Internship	3
		Elective	3
Sixth Quarter			
SOC	151	Introduction to Sociology	5
SPH	251	Public Speaking	3
BUS	220	Business Communications	3
EDU	103	Teacher's Aide Internship	3

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

Following the course name and number appears a numerical code which should be interpreted as follows: first number indicates the number of credit hours; the second number indicates the number of lecture hours; and the third number indicates the number of laboratory hours or shop practices.

AIR CONDITIONING AND REFRIGERATION

AHR 1001 PRINCIPLES OF REFRIGERATION 7 (3-12)

This is an introduction to the principles of refrigeration. Fundamental to the course will be terminology, the use and care of tools and equipment, and the identification and function of component parts of a system. Other topics to be included will be the basic laws of refrigeration, characteristics and comparison of the various refrigerants, with the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants. Prerequisite: None

AHR 1002 DOMESTIC AND COMMERCIAL REFRIGERATION 7 (3-12)

The course will involve domestic refrigeration servicing of conventional, hermetic, and absorption systems. Cabinet care, controls, and system maintenance in domestic refrigerators, freezers, and window air conditioning units are stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems are studied. The use of manufacturing catalogs in sizing and matching system components and a study of controls, refrigerants, and servicing methods are made. The course also involves the use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning, refrigeration and heating installations. Electrical principles, trouble-shooting, transformers, motors, starting devices, switches, electrical heating devices and wiring are also presented. Prerequisite: AHR 1001 or instructor approval.

AHR 1003 ESSENTIALS OF AIR CONDITIONING 7 (3-12)

The course includes the selection of various heating, cooling and ventilating systems, investigation and control of factors affecting air cleaning, movement temperature, and humidity. Use is made of psychrometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment will be assembled, welded and tested. Prerequisite: AHR 1001 or instructor approval.

AHR 1004 AIR CONDITIONING AND REFRIGERATION SERVICING 7 (3-12)

The course includes installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control in air conditioned spaces. Installation of various ducts and lines, burner operation, controls, testing, adjusting, and trouble shooting are also emphasized. Prerequisite: AHR 1001 or instructor approval.

AHR 1101 AUTOMOTIVE AIR CONDITIONING 3 (2-2)

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. Use of testing equipment in diagnosing trouble, conducting efficiency tests and general maintenance work. Prerequisite: PHY 1101.

AHR 1121 PRINCIPLES OF REFRIGERATION 7 (3-12)

An introduction to the principles of refrigeration, terminology, the use and care of tools and equipment, and the identification and the function of the component parts of a system. Other topics to be included will be the basic laws of refrigeration; characteristics and construction of valves, fittings, and basic control. Practical work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants. Prerequisite: None.

AHR 1122 DOMESTIC AND COMMERCIAL REFRIGERATION 7 (4-9)

Domestic refrigeration servicing of conventional, hermetic, and absorption systems. Cabinet care, controls, and system maintenance in domestic refrigerators, freezers, and window air conditioning units are stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems are studied. The use of manufacturer's catalogs in sizing and matching system components and a study of control refrigerants, servicing methods is made. The American Standard Safety Code for Refrigeration is studied and its principles practiced. Prerequisite: AHR 1121.

AHR 1123 PRINCIPLES OF AIR CONDITIONING 7 (3-12)

Work includes the selection of various heating, cooling, and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature, and humidity. Use is made

of psychrometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed. Prerequisite: AHR 1122.

AHR 1124 AIR CONDITIONING AND REFRIGERATION SERVICING 5 (3-6)

Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Practical application of the installation of ducts and lines needed to connect various components is provided. Lab work involves burner operation, controls, testing and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure. Prerequisite: AHR 1123.

AHR 1126 ALL YEAR COMFORT SYSTEMS 5 (3-6)

Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for "all year" comfort will be studied and set up in the laboratory. Included will be oil fired systems, gas fired systems, water circulating systems, and electric-resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of de-icing coils, and electric wiring and controls are included in the study. Prerequisites: AHR 1123, AHR 1128.

AHR 1128 AUTOMATIC CONTROLS 5 (3-6)

Types of automatic controls and their function in air conditioning systems will be studied. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating; zone controls, unit heaters and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls. Prerequisites: ELC 1102, AHR 1122.

ANTHROPOLOGY

ANT 251 PHYSICAL ANTHROPOLOGY 3 (3-0)

The factors which make for variation in living things are examined along with a thorough study of genetics. The origin of man is traced in detail as much as existing fossil finds will permit. The course covers about a two million year span of time.

ANT 252 CULTURAL ANTHROPOLOGY 3 (3-0)

Man is distinguished among living things because he has culture. He can store up information and build a culture. All aspects of man's needs and desires are examined. Food getting is first in importance but kinship tracing and his religion are among the long list of factors which make up culture.

ART

ART 150 BASIC DESIGN 3 (0-6)

An investigation of the elements and principles of two and three dimensional design, this basic course is designed to meet state requirements for elementary teacher's certification. Emphasis is on the development of design concepts, teaching methods, tool and material processes, and other visual communication skills. Open to the general college student. Prerequisite: None.

ART 151 DRAWING I 3 (0-6)

A beginning studio course in which the expressive and descriptive elements of drawing are examined. The course consists of various drawing experiences, dealing with a variety of subject matter, techniques, tool and material processes, and individuality of expression. It is assumed the students have a basic understanding of design concepts and principles upon beginning this course. Prerequisite: None.

ART 152 DRAWING II 3 (0-6)

Drawing II is a continuation of Drawing I. A broad range of subject matter is considered and dealt with, and approached from realism to the non-objective. Emphasis is placed in the choice of subject matter, technique, composition, and uniqueness of individual expression. Prerequisite: ART 151 or approval of instructor.

ART 153 CERAMICS I 3 (0-6)

A beginning studio course introducing the basic characteristics and concepts of clay for the production of aesthetic forms and utilitarian objects. Emphasis will be on the limitations and possibilities of clay as a medium, development of hand-building skills and processes and the investigation into traditional and contemporary three-dimensional design concepts employed in the production of ceramic objects. Prerequisite: None.

ART 154 CERAMICS II 3 (0-6)

This intermediate studio course is a continuation of Ceramics I, but with a special emphasis and concentration on the following: development of the continuity of idea and design and crafts-

manship in the ceramics process; student ability to select design problems related to functional and non-functional ceramics objects; and involvment and refinement of new and different ceramics processes. It is assumed that the student is familiar with the basic ceramic processes. Hand-built and thrown works will be required. Prerequisite: ART 153 or approval by instructor.

ART 155 CERAMICS III 3 (0-6)

This is an advanced studio course for the individual who is seriously considering ceramics as a major area of concentration. Development and refinement of those concepts, principles, and techniques and methods introduced in Ceramics I and II will be continued. Production of either utilitarian or non-functional ceramic ware of high quality and excellence in craftmanship is emphasized. Prerequisite: ART 153, ART 154 and approval by instructor.

ART 156 SCULPTURE I 3 (0-6)

Sculpture I is a beginning studio course designed to introduce the student to three dimensional forms, concepts, methods and materials. Prerequisite: None.

ART 157 SCULPTURE II 3 (0-6)

Sculpture II is a more technical course than Sculpture I. Three dimensional ideas and concepts are broadened through a deeper involvement with the glyptic processes (wood and stone carving) and the plastic processes (plaster and cement). An introduction into basic casting techniques will be explored. Prerequisite: ART 156 or permission of instructor.

ART 158 SCULPTURE III 3 (0-6)

Three dimensional ideas and concepts are broadened through the introduction of techniques of oxyocetylene welding and arc welding. However, much more freedom is given to the student in terms of choosing the area of their involvement. Students may elect to work in a variety of materials such as wood, stone, plastics, cloth, terracotta, steel, cast aluminum or bronze. Prerequisite: ART 157 or permission of instructor.

ART 180 ART APPRECIATION 5 (5-0)

A survey of ideas and stylistic trends from cave painting to modern times. Painting, sculpture and architecture of each major period will be discussed. The course is designed to meet state requirements for public school teachers and is open to the general college student.

ART 250 FIGURE DRAWING 3 (0-6)

This studio course is designed to build competence in drawing the human figure. Exploration and examination of the human

figure through the use of various drawing concepts, tool and material processes and techniques are stressed throughout the course. Prerequisite: ART 152 or permission of instructor.

ART 251 GRAPHICS I 3 (0-6)

Graphics I is a beginning studio course in intaglio and relief printing processes. An emphasis is placed on introducing the student to basic printing concepts, methods used in the intaglio and relief processes, and printing materials. Prerequisite: ART 150 and 151.

ART 252 GRAPHICS II 3 (0-6)

An intermediate studio course in printmaking, Graphics II will continue to explore concepts and methods used in the intaglio and relief processes. Emphasis will be placed on technical skills, maturity of idea, and sensitivity to the media. Prerequisite: ART 251.

ART 253 COMMERCIAL ART I 3 (0-6)

Art in publication and advertising. An introduction to the field of commercial art. Application of commercial art techniques and publication layout procedures. India ink, ink wash, fashion drawing and lettering are studied. Prerequisite: ART 150 and 151.

ART 254 COMMERCIAL ART II 3 (0-6)

Continuation of ART 253. Development of commercial concepts, layout, and illustrative techniques and media. The student will develop a portfolio for professional use. Prerequisite: ART 253.

ART 255 COMMERCIAL ART III 3 (0-6)

Continuation of ART 254. Completion of a professional portfolio with graphic works showing knowledge of a competent variety of media and techniques. Prerequisite: ART 254.

ART 256 PAINTING I 3 (0-6)

A beginning painting studio course consisting of experience in solving visual problems with traditional and contemporary design concepts, techniques and materials. Prerequisite: ART 150, 151.

ART 257 PAINTING II 3 (0-6)

This intermediate painting studio course is a continuation of those visual concepts, processes and techniques taught in Painting I. A special emphasis is placed on the student's interpretation, continuity, and maturity of ideas, technique and design. Prerequisite: ART 256.

ART 258 PAINTING III 3 (0-6)

Continuation of Painting II, but more of a directed individual study with the student determining, under the instructor's guidance, the problems to be solved. Several major works are expected by the end of the quarter. Prerequisite: ART 257.

ART 280 ANCIENT ART HISTORY 5 (5-0)

An in-depth study of the evolution of art with specific emphasis on the art of Ancient Egypt and Ancient Greece. Painting, sculpture and architecture are discussed. Open to general college student. Prerequisite: None.

ART 281 RENAISSANCE ART HISTORY 5 (5-0)

An in-depth study of the evolution of 15th and 16th Century art with emphasis on the art from Giette to Michaelangelo. Painting, sculpture, and architecture are discussed. Prerequisite: None.

ART 282 MODERN ART HISTORY 5 (5-0)

An in-depth study of the evolution of Modern Art with emphasis on the period from J. L. David to Andy Warhol. Painting, sculpture and architecture are discussed. Prerequisite: None.

AUTOMOTIVE

AUT 1001 PRACTICAL AUTO BODY REPAIR I 7 (3-12)

This beginning course offers basic body repair, repairing minor rust, minor dents and spot repair with Lacquer Paint.

AUT 1002 AUTO BODY REPAIR II 7 (3-12)

The course offers body repair with attention to door, fender, etc. Installation and alignment of parts and overall refinishing with Enamel Paint will be emphasized.

AUT 1003 AUTO BODY REPAIR III 7 (3-12)

The course involves body repair with attention to basic gas welding, repairing of stretched metal, alignment and repair of inner structure with a general introduction to Fiber Glass.

AUT 1004 AUTO BODY REPAIR IV 7 (3-12)

The course involves body repair with attention to outer quarter panel replacement, door outer panel replacement, lower valance repair and lower trunk panel replacement.

AUT 1111 AUTO BODY REPAIR 9 (4-15)

Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. The student applies the basic principles of straightening, aligning, and painting of damaged areas. Prerequisite: None.

AUT 1112 AUTO BODY REPAIR 9 (4-15)

A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. The student begins acquiring skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal working and painting are also taught. Prerequisites: AUT 1111, WLD 1101, MAT 1101.

AUT 1113 METAL FINISHING AND PAINTING 7 (3-12)

Development of the skill to shrink stretched metal, soldering and leading, and preparation of the metal for painting. Straightening of doors, hoods, and deck lids; fitting and aligning. Painting fenders and panels, spot repairs, and complete vehicle painting; the use and application of power tools are included in the course. Prerequisite: AUT 1112, WLD 1105.

AUT 1114 BODY SHOP APPLICATIONS 11 (3-24)

General introduction and instruction in the automotive frame and front end suspension systems, the methods of operation and control and the safety of the vehicle. Unit job application covers straightening of frames and front wheel alignment. The student applies all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster. Prerequisites: AUT 1113, DFT 1101.

AUT 1116 BASIC PLASTICS REPAIRING 3 (2-3)

General introduction to fiberglass construction of automobiles, trucks, and boats. Covers basic principles and practices of repairing bodies and other components utilizing fiberglass construction. Also includes theory and application of Jel-Coates, Webb-weights, resins, and epoxies. Prerequisite: AUT 1111.

AUT 1117 FRAME STRAIGHTENING AND ALIGNING 6 (3-9)

General introduction and instruction in the automotive frame and front end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening frames and their alignment. Prerequisites: AUT 1112, WLD 1105.

AUT 1131 ADVANCED BODY REPAIR I 7 (3-12)

Major body repair with attention to installation of quarter panel complete with wheel house and floor pan, installation of top roof panel.

AUT 1132 ADVANCED BODY REPAIR II 7 (3-12)

Major body repair with attention to replacement of windshield, back glass, quarter glass regulator, adjustment and alignment.

AUT 1133 ADVANCED BODY REPAIR III 7 (3-12)

Major body repair with attention to straightening of frames and unitized body alignment. General introduction to writing estimates.

AUT 1134 ADVANCED BODY REPAIR IV 7 (3-12)

Major body repair with attention to writing complete estimates with Glen Michels, MIC, and all major related Crash Books.

BIOLOGY

BIO 151 GENERAL BIOLOGY 4 (3-3)

A study of the basic biological principles included in both animal and plant kingdoms. Emphasis is placed upon life, taxonomy, the cell, cell divisions, cellular metabolism, photosynthesis, nucleic acids, and genetics.

BIO 152 GENERAL BIOLOGY 4 (3-3)

A continuation of Biology 151. Included are a survey of the plant kingdom and ecological studies, including both plants and animals. Prerequisite: BIO 151.

BIO 153 GENERAL BIOLOGY 4 (3-3)

A continuation of general biology. Included are a survey of the animal kingdom and the structure and function of man as one of the animals. Prerequisite: BIO 151.

BIO 155 MAN AND HIS ENVIRONMENT 3 (3-0)

This course will be an introduction to human ecology. Discussed will be causes and possible solutions of problems such as overpopulation, air-water-food-noise pollution, pesticides, vanishing resources-wilderness-wildlife, atomic radiation, and urbanization. Films, speakers, three to four field trips, panel discussions, and lectures will be used.

BUSINESS EDUCATION

BUS 100 PERSONAL TYPEWRITING 3 (3-0)

A course for the non-secretarial students who want to develop skills for personal and vocational use.

BUS 120 OFFICE MACHINES 4 (3-2)

A survey course in which students receive training in the operation of the ten-key electronic printing calculator.

BUS 121 MACHINES TRANSCRIPTION 4 (3-2)

A course designed to develop proficiency in office work which requires the use of transcribing units. Prerequisite: Ability to type 50 words per minute.

BUS 122 FILING 3 (3-0)

A study of the fundamentals and theory of filing with special emphasis on alphabetic, geographic, subject, numeric, and other filing systems.

BUS 123 BUSINESS MATHEMATICS 4 (3-2)

Meaningful explanations, illustrations, and problems designed to give students an understanding of and the ability to apply mathematical concepts to business activities.

BUS 130 PRINCIPLES OF INDUSTRIAL MANAGEMENT 4 (3-2)

The basic managerial decisions; organizational structure including plant location, building requirements, and internal factory organization and problems of factory operation and control, planning, scheduling, routing factory production, stores control, labor control, purchasing, and cost control. Plant problems are utilized as lab experiments.

BUS 131 MANUFACTURING CYCLES 5 (5-0)

Purchasing and distribution costs; consumption patterns; channels of distribution; marketing of consumer goods; shipping, specialty, agricultural and industrial goods; service marketing; speculation and hedging; wholesaling; shipping and warehousing; exporting and trade movements; standardization and grading; pricing, government regulation of competition; sales promotional activities; merchandising practices.

BUS 132 JOB ANALYSIS AND EVALUATION 4 (3-2)

This study is based on product studies as well as personnel and wage programs. The course utilizes the study of product design, value analysis, materials and processes as an intricate part of productive procedures.

BUS 133 INDUSTRIAL SAFETY 3 (3-0)

Problems of accidents and fire in industry. Management and supervisory responsibility for fire and accident prevention. Additional topics cover accident reports and the supervisor; good housekeeping and fire prevention; machine guarding and personnel protective equipment; state industrial accident code and fire regulations; the first aid department and the line of supervisory responsibility; job instruction and safety instruction; company rules and enforcement; use of safety committees; insurance carrier and the Insurance Rating Bureau; and advertising and promoting a good safety and fire prevention program.

BUS 134 PRINCIPLES OF SUPERVISION 3 (3-0)

Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.

BUS 135 WORK MEASUREMENT 4 (3-2)

A study of the principles of work simplification including administration of job methods, improvement, motion study fundamentals, and time study techniques. Use of flow and process charts, multiple activity charts, operation charts, flow diagrams, and methods evaluation are included topics. Prerequisite: BUS 132.

BUS 136 PERSONAL DEVELOPMENT 3 (3-0)

A study of the principles that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems.

BUS 150 BUSINESS LAW 3 (3-0)

A general course designed to acquaint the student with the subject of Business Law and to examine fully the subject of contracts.

BUS 151 BUSINESS LAW 3 (3-0)

A continuation of Business 150. Topics include the sale of goods, commercial paper, insurance, estate planning, court procedures, agency, and employment. Prerequisite: BUS 150 or permission of instructor.

BUS 152 INTRODUCTION TO BUSINESS 5 (5-0)

An introduction to the various areas of business available for concentrated investigation. The business environment, ownership forms, organization, marketing, and the physical factors of the business are examined. Also, personnel, stocks, bonds, insurance, accounting, business statistics, budgets, forecasting, and the legal environment of business are surveyed.

BUS 153 TYPEWRITING 3 (1-4)

Development of basic typewriting skills and principles and their application with emphasis on speed and accuracy.

BUS 154 TYPEWRITING 3 (1-4)

A continuation of Business 153, with emphasis on outlines, letter styles, and typing from draft copy. Prerequisite: BUS 153 or permission of instructor.

BUS 155 TYPEWRITING 3 (1-4)

A continuation of Business 154 with emphasis on manuscripts, legal documents and duplicating processes. Prerequisite: BUS 154 or permission of instructor.

BUS 156 SHORTHAND 4 (3-2)

Mastery of the fundamentals of Gregg Shorthand theory and speed building. Prerequisite: Ability to type or permission of instructor.

BUS 157 SHORTHAND 4 (3-2)

A continuation of the study of Gregg Shorthand theory and development of dictation and transcription skills. Prerequisite: BUS 156 or permission of instructor.

BUS 158 SHORTHAND 4 (3-2)

Development and application of the principles of Gregg Shorthand theory, with emphasis on accuracy and speed. Prerequisite: BUS 157 or permission of instructor.

BUS 161 ACCOUNTING PRINCIPLES 4 (3-2)

This first quarter of accounting builds the basic foundation for further study. Topics included are the basic accounting structure, journals, ledgers, the completion of the cycle for a service and mercantile enterprise, receivables, payables, inventory methods, deferrals, accruals, practical problems and case studies.

BUS 162 ACCOUNTING PRINCIPLES 4 (3-2)

A continuation of Business 161. Items covered are plant and intangible assets, internal control, payroll systems, concepts and principles, partnership, corporations, departments, branches, practical problems, and case studies. Prerequisite: BUS 161 or permission of instructor.

BUS 163 ACCOUNTING PRINCIPLES 4 (3-2)

A continuation of Business 162. Topics are an introduction to cost accounting, budgetary control, income taxes, management concern for cost and revenue relationships, special analysis, special statements, practical problems and case studies. Prerequisite: BUS 162 or permission of instructor.

BUS 201 TYPEWRITING 3 (1-4)

An expansion of the development of typewriting principles and skills and their application with emphasis on speed and accuracy. Prerequisite: One year of typewriting or permission of instructor.

BUS 202 TYPEWRITING 3 (1-4)

Business letter styles, legal papers, tabulation, business and accounting reports, manuscripts, and forms applicable to the business office are emphasized. Prerequisite: BUS 201 or permission of instructor.

BUS 203 TYPEWRITING 3 (1-4)

Development of sustained production of forms used in the business office. Prerequisite: BUS 202 or permission of instructor.

BUS 211 SHORTHAND AND TRANSCRIPTION 4 (3-2)

A review of Gregg Shorthand theory and the principles of English grammar with emphasis on the student's ability to take and transcribe correctly from familiar and unfamiliar dictation at varying rates of speed. Prerequisite: BUS 158 or permission of instructor.

BUS 212 SHORTHAND DICTATION AND TRANSCRIPTION 4 (3-2)

This course emphasizes speed, accuracy, vocabulary, and transcription abilities to enable the student to meet the requirements of the business office. Prerequisite: BUS 211 or permission of instructor.

BUS 213 SHORTHAND DICTATION AND TRANSCRIPTION 4 (3-2)

A continuation of Business 212. Prerequisite: BUS 212 or permission of instructor.

BUS 220 BUSINESS COMMUNICATIONS 3 (3-0)

The study and the composition of business letters and other forms of communication. Prerequisite: Ability to type or permission of instructor.

BUS 221 OFFICE PROCEDURE 3 (3-0)

Efforts will be made to observe and direct students in developing those characteristics and personality traits which are essential in the modern business office. Training in office duties and procedures will be emphasized. Prerequisite: Ability to type or permission of instructor.

BUS 222 OFFICE PROCEDURE 3 (3-0)

A continuation of Business 221. This course presents a series of integrated office activities which emphasize the administrative aspects of secretarial work. Prerequisite: BUS 221 or permission of instructor.

BUS 223 PRINCIPLES OF SELLING 3 (3-0)

A study of the fundamentals of effective selling, qualifications and obligations of sales persons.

BUS 224 BUSINESS MANAGEMENT 5 (5-0)

A survey of the problems, functions, knowledges, and skills involved in the effective management of a small or medium size business.

BUS 225 PRINCIPLES OF MARKETING 5 (5-0)

A survey of the functions and problems involved with getting products moved from the producer to the consumer.

BUS 226 OFFICE MANAGEMENT 3 (3-0)

The study of the principles of management as it relates to the office.

BUS 228 BUSINESS FINANCE 3 (3-0)

Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing.

BUS 229 BUSINESS FINANCE 3 (3-0)

Financing, federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies. Prerequisite: BUS 228.

BUS 230 QUALITY CONTROL 4 (3-2)

Principles and techniques of quality control and cost saving. Organization and procedure for efficient quality control. Functions, responsibilities, structure, costs reports, records, personnel and vendor-customer relationships in quality control. Sampling inspections, process control and tests of significance.

BUS 231 PLANT LAYOUT 4 (3-2)

A practical study of factory planning with emphasis on the most efficient arrangements of work areas to achieve lower manufacturing costs. The topics that are covered include layouts for small and medium-sized plants, layout fundamentals, selection of production equipment and materials in a manufacturing problem.

BUS 232 LABOR ECONOMICS AND LABOR RELATIONS 4 (3-2)

Emphasis is placed on the history of the labor movement in the United States; the development of methods and strategies by labor organizations and by management; the shift in the means of public control; and the factors of income and economic security.

BUS 233 FOREMANSHIP SUPERVISION 4 (3-2)

The foreman's responsibility for planning, organizing, directing, controlling, and coordinating supervisory activities. It teaches the supervisor the basic functions of an organization and his responsibilities, policies and procedures, and rules and regulations.

BUS 234 PERSONNEL MANAGEMENT 3 (3-0)

Principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits, and security.

BUS 235 PRODUCTION PLANNING 4 (3-2)

Day-to-day plant direction; forecasting, product planning and control, scheduling, dispatching, routine and inventory control. Case histories are discussed in the classroom, and courses of corrective action are developed. Actual layouts are utilized for planning and control.

BUS 236 VALUE ANALYSIS 3 (3-0)

The modern concept in the control of manufacturing production. This course will provide the students an opportunity to study a production system with the specific purpose of identifying unnecessary costs. The objective of the concepts and techniques of value analysis is to make possible a degree of effectiveness in identifying and removing unnecessary cost by the use of sound decisions through a common sense approach.

BUS 237 RETAILING 3 (3-0)

A study of the role of retailing in our distribution system. Topics include the development of present retail practices, functions performed, principles governing effective operation, and managerial problems resulting from current economic and social trends.

BUS 238 BUSINESS INSURANCE 5 (5-0)

This course is an approach to the study of the principles of risk, risk management, and insuring techniques in the context of the managerial decision-making process. Topics include risk and the nature of insuring devices, life, health, retirement, property, and liability insuring devices; planning and integrating risk treatment programs, and insuring organizations and their functions.

BUS 239 BUYING AND MERCHANDISING 3 (3-0)

A study of the organization of industrial and commercial purchasing, methods of procurement, purchasing policies, sources of supply and legal aspects. Topics included are the psychology of dealing with people, vendor relations, planning merchandise assortment, inventory and stock control and pricing.

BUS 240 ADVERTISING 3 (3-0)

A study of advertising from three different points of view: the marketing viewpoint, the communications viewpoint, and the viewpoint of the consumer who is exposed to advertising everyday, to provide a better understanding of the force of advertising in our economic environment.

BUS 241 INTERMEDIATE ACCOUNTING 4 (3-2)

A review and expansion of accounting principles which includes, among other aspects, the balance sheet, income statement, earnings statement, fundamental processes of recording, cash and temporary investments, and analysis of working capital. Prerequisite: BUS 163 or permission of instructor.

BUS 242 INTERMEDIATE ACCOUNTING 4 (3-2)

Additional study of intermediate accounting with emphasis on current liabilities, investments, plant and equipment, intangibles, and long-term liabilities. Prerequisite: BUS 261.

BUS 243 INTERMEDIATE ACCOUNTING 4 (3-2)

A continuation of Business 262 which includes study of paid-in capital upon corporate formation and subsequent to corporate formation, all aspects of retained earnings and the retained earnings statement, statements from incomplete records, errors, and financial statement analysis. Prerequisite: BUS 262.

BUS 244 COST ACCOUNTING 4 (3-2)

A study of the nature and purposes of cost accounting; accounting for direct labor, materials, and overhead; job cost, standard cost and principles and procedures; selling and distribution cost, budgets, and executive use of cost figures. Prerequisite: BUS 163 or permission of instructor.

BUS 246 TAXES 4 (3-2)

A study of the application of federal and state taxes to various businesses and business conditions, income taxes, payroll taxes, intangible taxes, capital gain taxes, sales and use taxes, excise taxes, and inheritance taxes. Prerequisite: BUS 161 or permission of instructor.

BUS 248 AUDITING 4 (3-2)

A study of conducting audits and investigations, setting up accounts based on audits, collecting data on working papers, arranging and systematizing the audit, and writing the audit report. Emphasis on detailed audits, internal auditing, and internal control. Prerequisite: BUS 163 or permission of instructor.

BUS 1103 BUSINESS OPERATIONS 3 (3-0)

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.

CARPENTRY

CAR 1001 INTRODUCTION TO CARPENTRY AND WOODWORKING 7 (3-12)

The course involves operative care and safe use of basic carpentry and woodworking tools. Major topics of study include selecting and preparation of site, preparation of footing, foundation, and studs. Simple framing, cabinetmaking, building codes, and finishing will also be covered. Prerequisite: None.

CAR 1002 FRAMING AND WOOD TECHNOLOGY 7 (3-12)

Instruction will be given in the principles and practices of frame construction beginning with the foundation and finishing in sheething. Layout and construction methods, common types of roofs, using standard rafter construction will be studied. More complex machine and hand tool work will also be performed with advanced work in cabinetmaking and finishing. Prerequisite: None.

CAR 1003 CABINETMAKING, MILLWORK AND FIXTURES 7 (3-12)

All areas of cabinetmaking will be covered. Major topics will be design and layout, construction and finishing of cabinets, finishing, jointing and shaping, advanced tool and machine work, and case goods. Prerequisite: None.

CAR 1004 FINISHING AND WOODWORKING 7 (3-12)

The course will include exterior and interior trim work with emphasis on selection, installation, and completion of the project. Included will be windows, doors, flooring, molding, cornices, hardware, and cabinets. Prerequisite: None.

CAR 1101 CARPENTRY 9 (4-15)

A brief history of carpentry and present trends of the construction industry. The course will involve operation, care, and safe use of carpenters' handtools and power tools in cutting, shaping and joining construction materials used by the carpenter. Major topics of study will include theoretical and practical applications involving methods and materials of construction, building layout, preparation of site, footings and foundation wall construction including form construction and erection. Prerequisite: None.

CAR 1102 CARPENTRY: MILLWORK AND CABINETMAKING 10 (4-18)

Cabinetmaking and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical applications will include measuring, layout and construction of base and wall cabinets, built-in-desk, door and window frames, stairs, and interior and exterior cornice and trim. Materials and finishes will also be studied. Prerequisite: CAR 1101, DFT 1110.

CAR 1103 CARPENTRY: FRAMING 10 (4-18)

Instruction is given in the principles and practices of frame construction beginning with the foundation skills and including floor joists, subfloors, wall studs, ceiling joists, rafters, bridgings, bracings, sheathings, and interior wall partitions. Roof construction includes the layout and construction methods of common types of roofs using standard rafter construction, truss construction, and post and beam construction. Application and selection of sheathing and roofing is included. Consideration is given to the coordination of carpentry work with installation of the mechanical equipment such as electrical, air conditioning, heating and plumbing. Prerequisite: CAR 1101, DFT 1111.

CAR 1104 CARPENTRY: FINISHING 10 (4-18)

Exterior and interior trim and finish carpentry will complete the general carpentry program. Included will be materials and methods used in finishing carpentry such as exterior cornice, door and window trim, interior flooring, door and window facing, moldings and cornice construction; installation of building equipment and cabinets. Prerequisite: CAR 1103, DFT 1111.

CAR 1113 CARPENTRY: ESTIMATING 4 (3-3)

This is a practical course in quantity "take off" from prints of jobs performed by the carpenter. Figuring the quantities of materials needed and costs of building various components and structures. Prerequisites: DFT 1111, MAT 1112.

CAR 1114 BUILDING CODES 4 (3-2)

A study is made of building codes and the minimum requirements for local, county, and state construction regulations. This involves safety, sanitation, mechanical equipment and materials. Also, a review will be made of the minimum property requirements of the Federal Housing Administration and the North Carolina State Building Code. Prerequisite: CAR 1103

CHEMISTRY

CHM 161 GENERAL CHEMISTRY 4 (3-3)

A course designed to introduce a student to the fundamental concepts of chemistry. Topics of study include chemical symbols, formulas, atomic structure, periodic law, chemical bonding, the gaseous state, the kinetic molecular theory and chemical calculations.

CHM 162 GENERAL CHEMISTRY 4 (3-3)

A continuation of Chemistry 161. Emphasis to be placed on the liquid and solid states, solutions, electrolytes, colloids, oxidation-reduction reactions, and chemical equilibrium. Prerequisite: CHM 161.

CHM 163 GENERAL CHEMISTRY 4 (3-3)

A continuation of Chemistry 162. Emphasis to be placed on the study of thermodynamics, electrochemistry, solubility product principle, hydrolysis, with an introduction to nuclear chemistry, biochemistry, and organic chemistry. Laboratory will include semimicro qualitative analysis. Prerequisite: CHM 162.

CHM 164 PHYSIOLOGICAL CHEMISTRY 4 (3-3)

A course structured to provide an understanding of the scope, aims, and fundamentals of modern chemistry by presenting facts, theories, and principles of the science. The course will serve as the basic chemistry course for student nurses.

CHILD CARE WORKER

EDU 1101 ACTIVITIES FOR YOUNG CHILDREN 4 (3-3)

Designed to promote understanding of the need for play and developmental activities for children. Emphasis will be placed on the knowledge of and implementation of activities appropriate to children at various levels of development.

EDU 1103 MUSIC IN THE EARLY CHILDHOOD PROGRAM 4 (3-3)

Study of music which is appropriate for young children and ways of integrating music into the total program of activities.

Students learn to utilize a wide variety of materials for rhythm, instrumental performance, and dramatic play. Laboratory sessions provide opportunities for learning songs and developing extensive files; field experience provides opportunities to participate in and evaluate music activities for various age groups.

EDU 1105 SCIENCE IN THE EARLY CHILDHOOD PROGRAM 4 (3-3)

Study of those scientific facts, concepts, and phenomena that are of interest to young children. Laboratory experiences provide opportunities to carry out simple experiments in which young children could participate. Each student will plan a science program which could be used as an integral component of the overall program for young children in group care.

EDU 1108 ART IN THE EARLY CHILDHOOD PROGRAM 4 (3-2)

Study of art media in relation to the creative process in young children, of the educational component that each medium reinforces, and of the ways a variety of low-cost art activities can be incorporated into a program for young children. Laboratory sessions provide firsthand experience with all of the media, opportunities to explore the uses of each, and practice in the care and storage of materials. Each student will plan a meaningful sequence of art activities which could be incorporated into a program for young children.

EDU 1110 LITERATURE IN THE EARLY CHILDHOOD PROGRAM 3 (3-0)

Study of literature for young children, with emphasis on criteria for evaluating the literary value of children's books. Extensive reading and development of a topical file provide resources for selection of appropriate materials to use in field practice, to develop skill in oral reading and in story telling.

EDU 1120 COMMUNICATING EFFECTIVELY WITH THE YOUNG CHILD 3 (3-0)

Study of language development in relation to adult models and the child's early experiences. Remedial approaches to improving the student's oral communication, in order to serve as an effective model. Case studies provide opportunities to analyze problems of adult-child communication and to derive guidelines for establishing effective communication patterns with young children.

EDU 1123 CONCEPTUAL AND LANGUAGE DEVELOPMENT 3 (3-0)

Study of means for helping children develop in their ability to communicate and to formulate concepts about their environment. Emphasis is on utilization of all facets of the program to reinforce concept development and to increase vocabulary through stimulation of oral communication. Reading assignments and recordings of children's speech provide opportunities to study speech development, to establish realistic expectations and to identify children with needs for special attention to language development.

EDU 1125 PARENT EDUCATION 3 (3-0)

Designed to develop understanding of the rewards and difficulties of parents. Role playing provides opportunities to practice ways of working with parents through home visits, individual conferences, informal conversations, and group meetings. The relationship of the child care facility to other community agencies is explored, including ways each can best serve children

and their families. Emphasis is given to the responsibility of child care workers to know about community resources, to be sensitive to needs of parents, and to help parents become aware of and utilize services of the community.

EDU 1130 DAY CARE FOR YOUNG CHILDREN 4 (2-3)

Designed to develop increased self-awareness, and the perception of self in the field of child care. The role and responsibilities, the ethics, liabilities and potentialities of being employed in child care will be explored in depth. Opportunities to observe child care in various settings will be provided.

EDU 1132 HEALTH AND NUTRITION 5 (4-3)

(1) Study of its influence on physical and emotional health during infancy and early childhood. The practices and procedures for promoting good health among children in group care will be emphasized. (2) Study of basic nutrition with emphasis on the importance of balanced diet in the growth and maintenance of healthy children.

EDU 1135 HUMAN GROWTH AND DEVELOPMENT 6 (5-3)

A study of the developmental sequence of the prenatal, infant and early childhood periods. Emphasis is given to the factors influencing development and the importance of experiences in establishing patterns of behavior, attitudes and interpersonal skills. Opportunities to observe children at different stages of development will be provided.

EDU 1140 WORKING WITH THE YOUNG CHILD 7 (5-6)

An introduction to the relationship of developmental stages to behavior patterns, with emphasis on those methods of interacting with children which promote healthy progress from one developmental stage to the next. Discussions and assignments are designed to develop insight into the student's own attitudes and biases, as a basis for self-understanding and increased capacity for relating to children and adults effectively.

EDU 1145 WORKING WITH THE YOUNG CHILD WITH PROBLEMS 7 (5-6)

Further study of behavior in relation to developmental stages, with emphasis on behavior which is symptomatic of emotional or physical handicaps. Case studies and field observations are utilized for analysis of problems commonly encountered in group situations. Effective interaction and other types of remedial help are explored. Behavior of the child care worker is analyzed as a possible factor in contributing to or alleviating maladjustment, with focus on the importance of constructively utilizing an analytic approach to self-development and to improved interpersonal skills.

EDU 1148 GROUP CARE OF INFANTS 5 (3-6)

Study of development from birth to age three and of the problems specific to group care of children under three. Each student will develop a plan to care for a group of five children; the plan must reflect concern for the child's total development and show procedures for dealing with the practical problems of providing safe care for infants and toddlers.

EDU 1149 ADMINISTRATION AND SUPERVISION IN A PRESCHOOL FACILITY 4 (3-2)

Designed to assist students to develop a philosophy of preschool education which can serve as a guide in establishing policies and procedures for the operation of a center for group care of young children. Emphasis is given to principles of supervision and techniques for promoting acceptance of a philosophy by the total staff.

EDU 1150 SEMINAR-PRACTICUM IN EARLY CHILDHOOD EDUCATION 7 (4-9)

Advanced program of supervised practice in the care and education of young children.

CIVIL ENGINEERING

CIV 1101 SURVEYING 3 (2-3)

Basic instrumentation and topography, together with field trips and drafting room application of site surveying. Prerequisite: MAT 1104.

COMMERCIAL ART

CAT 1101 ADVERTISING PRINCIPLES 3 (3-0)

A comprehensive survey of the history and development of advertising including a discussion of its economic and social values. An introduction to advertising media and current publications in the field.

CAT 1105 LIFE STUDY 3 (2-3)

A study of the body structure with emphasis on the skeletal and muscular systems, movement and the aging process. Graphic interpretation and response to live models with emphasis on proportioning, masses, and movement.

CAT 1110 INDUSTRIAL ILLUSTRATION 4 (2-6)

A comprehensive approach to the tools, equipment, materials, and utilization of the illustration. Laboratory exercises and problems covering such topics as retouching photographs, product illustrations, production illustrations, renderings, preparation of visual charts, graphs and composites.

CAT 1116 PHOTOGRAPHY 4 (2-6)

An introduction to the field of photography, photographic equipment and materials. A study of the fundamental techniques of the camera and its expressive possibilities in relation to the field of design and visual communications. Assigned camera projects, darkroom procedures and equipment.

CAT 1121 COMMERCIAL ART AND ADVERTISING DESIGN 4 (2-6)

An introduction to drawing and basic design fundamentals and principles. Emphasis is placed on line, two and three dimensional shapes, letter indication, sketching, perspective, light and shade, equipment and materials. Hand lettering will be covered, including the usage of tools and materials, the mechanics of type (type face and size) and copy size computation.

CAT 1122 COMMERCIAL ART AND ADVERTISING DESIGN 4 (2-6)

Advanced material in drawing, basic design, lettering, equipment, and materials. Two and three dimensional form, perspective, sketching, rough and finished lettering will be covered. Laboratory will consist of assigned graphic problems with critique and discussion by class participation. Application of typography to graphic design will be stressed.

CULINARY SCIENCE

CSP 1100 FOOD SERVICE ORIENTATION 3 (3-0)

Traces the growth and development of the food service industry from early inns to modern day food complexes that have become an intregral part of our society. This course offers the student an overview of the food service industry; its size and scope; nature and scope of the market it serves; types of establishments it includes; how restaurants are organized; purposes and functions of each department within the operation. Emphasis will be placed on giving the student an insight into the problems in the industry and the importance of sound relationship with both the public and other operations within the food service industry. Prerequisite: None.

CSP 1101 FOOD PREPARATION I 7 (4-9)

To instruct the student in the basic principles of fine cuisine as it is practiced in the finest hotels and restaurants in the country, with emphasis on sanitation, maintenance, layout, duties of the various stations in the kitchen, vegetable preparation, operation and safety hazards of the various pieces of equipment in the kitchen. Prerequisite: None.

CSP 1103 FOOD PREPARATION II 7 (3-12)

This course offers training in the art of making basic stocks and soups as practiced in the better hotels and restaurants today. The preparation of salads, simple and composed, sandwich preparations, hot and cold appetizers will also be taught. Breakfast preparation will be included. Prerequisite: CSP 101.

CSP 1105 BAKING I 2 (1-3)

To introduce the students to the art of baking as done in fine restaurants and hotels. Emphasis will be placed on equipment, sanitation, layout of pastry shops, detailed technical information of the basic raw ingredients used in bread and cake making. Instruction will also cover production procedures, service weights, and measures. Prerequisite: None.

CSP 1106 FOOD PREPARATION III 7 (3-12)

This course will train the student to prepare fish, meats and poultry dishes with their respective sauce. Fine cuisine is detailed with quantity food preparation and production stressed. Prerequisite: CSP 103.

CSP 1108 MENU PLANNING 2 (1-2)

This course will demonstrate a study of composing a menu. It will reflect the seasonal changes necessary in menu planning, the essential human food requirements, and the types of food that produce these requirements. French terms will also be used where applicable in composing the menu. The various types of menu, a-la carte versus table d'hote will be prepared and discussed. Prerequisite: None.

CSP 1110 SUPERVISED WORK EXPERIENCE 6 (2-40)

This course is planned to give the student an opportunity to work in the industry and gain practical experience. The student must receive the approval of the department chairman prior to employment and must have completed all major courses through the third quarter with an average of "C" or better to be allowed to partake in this quarter's work. Prerequisite: Successful completion of major courses through 3rd quarter.

CSP 1112 BAKING II 2 (1-3)

This course will teach the student the skill and confidence in practical shop work. Conditions simulating actual working conditions as those found in hotels and restaurants. It will also give the students a fundamental knowledge of the usage of goods related to the baking industry. Practical assignments will be given for quantity production. Prerequisite: CSP 105.

CSP 1115 FOOD PURCHASING I 3 (2-2)

To indicate the functions and administrative operation of the food buyer's department in restaurants. Methods and procedures

for purchasing food will be instructed to the students in order for them to place actual orders required for the preparation of a given meal. Markets, comparative price, buying, yields and quality control will also be discussed. Standard specifications will be established. Storing, issuing and receiving controls will also be discussed. Prerequisite: None.

CSP 1117 FOOD PURCHASING II 3 (2-2)

Receiving and issuing techniques, storeroom operation, requisitioning, and record keeping will be assigned by the instructor. Grades versus prices regarding the types of preparation will be stressed. Meat cuts will also be discussed and demonstrated. Prerequisite: None.

DANCE

DAN 151 BALLET TECHNIQUE 2 (0-4)

Fundamentals of ballet. Emphasis on technique and practice, including bar and center floor work.

DAN 152 BALLET TECHNIQUE 2 (0-4)

Continuation of Ballet 151. Prerequisite: Ballet 151 or permission of instructor.

DAN 153 BALLET TECHNIQUE 2 (0-4)

Continuation of Ballet 152. Prerequisite: Ballet 152 or permission of instructor.

DAN 154 MODERN TECHNIQUE 2 (0-4)

Basic technique of modern dance, including floor work, isolation, contraction and release, falls and recoveries.

DAN 155 MODERN TECHNIQUE 2 (0-4)

Continuation of Dance 154. Prerequisite: Dan 154 or permission of instructor.

DAN 156 MODERN TECHNIQUE 2 (0-4)

Continuation of Dance 155. Prerequisite: Dan 155 or permission of instructor.

DAN 161 DANCE GLOSSARY 1 (1-0)

Study of terms used in the dance techniques.

DAN 251 BALLET TECHNIQUE 2 (0-4)

More advanced study of ballet. Performing experience. Prerequisite: Previous training equivalent to Dan 153.

DAN 252 BALLET TECHNIQUE 2 (0-4)

Continuation of Dance 251. Prerequisite: DAN 251.

DAN 253 BALLET TECHNIQUE 2 (0-4)
Continuation of Dance 252. Prerequisite: DAN 252.

DAN 254 MODERN TECHNIQUE 2 (0-4)
Study for advanced dancers or students. Prerequisite: Previous dance training equivalent to DAN 156.

DAN 255 MODERN TECHNIQUE 2 (0-4)
Continuation of Dance 254. Prerequisite: DAN 254.

DAN 256 MODERN TECHNIQUE 2 (0-4)
Continuation of Dance 255. Prerequisite: DAN 255.

DAN 257 DANCE COMPOSITION 3 (0-6)
Study of how to arrange and choreograph dances. Experiments in mood, style and tempo, working individually and as a group.

DAN 258 DANCE PERFORMANCE 3 (0-6)
Using what has been learned in ballet and modern classes, making the transition from the studio to the stage, learning the elements of performing by presenting dances choreographed by the students or the instructor.

DAN 260 DANCE HISTORY 2 (2-0)
A study of significant developments in the dance, the functions of dance as art, ritual, social activity and spectacle.

DAN 261 DANCE HISTORY 2 (2-0)
Continuation of Dance 260. Prerequisite: DAN 260.

DESIGN

DES 1122 DESIGN FOR PHOTOGRAPHY 4 (2-6)
This course will cover both two and three dimensional forms and the various photography techniques used to express them. Plastics, paper, wire, plaster and balsa wood models along with life drawings, landscape painting and other multi-dimensional forms will be prepared and studied in relation to photographic design.

DES 1125 COLOR THEORY AND APPLICATION 4 (2-3)
A study of the spectrum and color combinations designed to provide the student with knowledge to be used in graphic production printing. The student will be assigned projects designed to provide an understanding of color renditions as they relate to color offset printing.

DRAFTING

DFT 1001 DRAFTING 7 (3-12)

The course is an introduction to drafting and the study of drafting practices. Instruction is given in single-stroke lettering, freehand sketching consisting of orthographic and pictorial drawing. Instrument drawing of orthographic projection, single and double auxiliary views also will be presented.

DFT 1002 DRAFTING 7 (3-12)

The course will present sections, details, and assembly drawings with their application to practical drawings. Intersections and developments will be studied in reference to the sheet metal trades. Mathods of drawing and projecting axonometric, oblique, and perspective drawings will be studied with practical application to pictorial drawings. The problem of dealing with practical design elements involving points, lines, planes, connectors, and a combination of these will be used for a graphic analysis of space problems. Prerequisite: DFT 1001.

DFT 1003 DRAFTING 7 (3-12)

The course is an introduction to architectural drafting. Further technique development in lettering, sketching and instrument drawing will be presented. Construction details and design will be studied and working drawings will be prepared from preliminary sketches. Prerequisite: DFT 1002.

DFT 1004 DRAFTING 7 (3-12)

The course will include preparing complete working drawings for a complex architectural structure by individual and group participation. FHA standards, building codes and cost estimates will be studied. Prerequisite: DFT 1003.

DFT 1104 BLUEPRINT READING: MECHANICAL 1 (0-3)

Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes. Prerequisite: None.

DFT 1110 BLUEPRINT READING: BUILDING TRADES 1 (0-1)

Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three view and pictorial sketches. Prerequisite: None.

DFT 1111 BLUEPRINT READING AND SKETCHING 1 (0-3)

Principles of interpreting blueprints and specifications common to the building trade. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three view and pictorial sketches. Prerequisite: DFT 1110.

DFT 1113 BLUEPRINT READING: ELECTRICAL 1 (0-3)

Interpretation of schematics, diagrams and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes will be a part of this course. Prerequisite: DFT 1110.

DFT 1116 BLUEPRINT READING: AIR CONDITIONING 2 (1-3)

A specialized course in drafting for the heating, air conditioning and refrigeration student. Emphasis will be placed on reading of blueprints that are common to the trade; blueprints of mechanical components, assembly drawings, wiring diagrams and schematics, floor plans, and shop sketches. The student will make tracings of floor plans and layout air conditioning systems. Prerequisite: DFT 1104.

DFT 1121 DRAFTING 9 (5-12)

An introduction to drafting and the study of drafting practices. Instruction is given in the selection, use and care of instruments, single-stroke lettering, applied geometry, freehand sketching consisting of orthographic and pictorial drawings. Orthographic projection, reading and instrument drawing of principal views, single auxiliary views (primary), and double (oblique) auxiliary views will be emphasized. Dimensioning and note practices will be studied with reference to the American Standards Association practices. Methods of reproducing drawings will be included at the appropriate time. Prerequisite: None.

DFT 1122 DRAFTING 7 (5-6)

The trainee will study simple and successive revolutions and their applications to practical problems. Sections and conventions will be studied and both detail and assembly sections will be drawn. Intersections and developments will be studied by relating the drawing to the sheet metal trades. Models of the assigned drawings will be made from construction paper, cardboard, or similar materials as a proof of the solution to the problems drawn. Methods of drawing and projecting axonometric, oblique, and perspective drawings will be studied with emphasis on the practical applications of pictorial drawings. Various methods of shading will be introduced and dimensioning and sectioning of oblique and axonometric pictorials will be done. Prerequisite: DFT 1121.

DFT 1123 DRAFTING: TECHNIQUES FOR PRINTERS 4 (2-6)

The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and des-

cribing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced.

DFT 1125 DESCRIPTIVE GEOMETRY 4 (3-3)

Graphical analysis of space problems. The problems deal with practical design elements involving points, lines, planes, connectors, and a combination of these. Included are problems dealing with solid geometry theorems. Where applicable, each graphical solution shall be accompanied by the analytical solution. Prerequisite: DFT 1121 and MAT 1103 or equivalent.

DFT 1131 MECHANICAL DRAFTING 9 (5-12)

An introduction to mechanical drafting beginning with problems concerning precision and limit dimensioning. Methods of fastening materials, and fasteners: keys, springs, rivets, and welding. Symbols will be studied and drawings will be made involving these items. Principles of design will be introduced with the study of basic mechanisms of motion transfer; gears, cams, power trains, pulleys, belting and methods of specifying and calculating dimensions will be studied. Drawings will be made involving these mechanisms. Prerequisite: DFT 1122.

DFT 1132 MECHANICAL DRAFTING 10 (5-15)

Principles of design sketching, design drawings, layout drafting, detailing from layout drawings, production drawings and simplified drafting practices constitute areas of study. Forging and casting drawings will be made from layouts. Specifications, parts list and bill of materials are emphasized in this course. The student will develop a complete set of working drawings of a tool, jig, fixture or simple machine and learn principles of design, handbook and manual usage. Prerequisite: DFT 1131

DFT 1143 BUILDING MECHANICAL EQUIPMENT 3 (3-0)

General study of heating, air conditioning, plumbing and electrical equipment, materials and symbols. Building code requirements pertaining to residential and commercial structures. Reading and interpretation of working drawings by mechanical engineers.

DFT 1144 BUILDING MATERIALS AND METHODS 3 (3-0)

Study of materials used in the construction of architectural structures. Their economic values and limitations affected by locality, budget and codes. Field trips to construction sites and study of manufacturer's specifications for materials. Standard sizes of structural materials and modular construction techniques. Prerequisite: None.

DRAMA

DRA 151 DRAMA APPRECIATION 3 (3-0)

An introductory course in drama, with particular attention to the actor's understanding and exercise of basic skills and techniques. The course is designed to develop imagination, self-awareness, and the ability of improvisation. Work in individual projects.

DRA 152 STAGE CRAFTS 3 (3-0)

Continuation of Drama 151. Designed for work as a group in scenes and various projects. Opportunity to perform and learn stage directions and definitions. Prerequisite: DRA 151 or permission of the instructor.

DRA 153 STUDENT'S THEATRE 3 (3-0)

Participation in some area of a drama performance. Designed for bringing various areas of the theater together. Prerequisite: DRA 152 or permission of the instructor.

ECONOMICS

ECO 251 ECONOMICS 5 (5-0)

A study of the basic economic concepts such as national income, employment, economic growth, pricing mechanisms, and the banking system.

ECO 252 ECONOMICS 5 (5-0)

Continuation of Economics 251, with emphasis placed on pricing, allocation of resources, international trade, and current economic problems. Prerequisite: ECO 251 or permission of the instructor.

EDUCATION

EDU 100 INSTRUCTIONAL MEDIA 3 (3-0)

A study of the various equipment and materials used in the instructional process.

EDU 101 TEACHER'S AIDE INTERNSHIP 2 (0-6)

Each student will work for three quarters in an Iredell County school as a teacher's aide, assisting teachers in actual classroom work. Interns may work either at the kindergarten, elementary, or junior high level, and will assist the teachers in clerical work, and instruction, as well as spending some time in observing classroom instructional strategies.

EDU 102 TEACHER'S AIDE INTERNSHIP 2 (0-6)

A continuation of EDU 101.

EDU 103 TEACHER'S AIDE INTERNSHIP 2 (0-6)

A continuation of EDU 102.

EDU 261 INTRODUCTION TO EDUCATION 3 (3-0)

A survey of various phases of education and teaching. The course provides an introduction to the fundamental principles, techniques, and procedures, objectives, and historical views in education. It is designed primarily for students entering the teaching profession.

ELECTRICITY

ELC 1001 DIRECT AND ALTERNATING CURRENT 7 (3-12)

The course includes a study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series parallels circuits, an analysis of direct current circuits by Ohm's law and Kirchoff's law. A study of the sources of direct current voltage potential, fundamental concepts of alternating current plow, reactance, impedance, phase angle, power, and resource are also studied.

ELC 1002 ALTERNATING CURRENT AND DIRECT CURRENT MACHINES AND CONTROLS 7 (3-12)

The course provides fundamental concepts in single and polyphase alternating currents, voltages, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis, the basic concepts of AC and DC machines, and simple system controls are also presented. Prerequisite: ELC 1001 or approval of instructor.

ELC 1003 RESIDENTIAL WIRING 7 (3-12)

The course provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications. This will include services, panel board, lighting, fusing, wire sizes, and the study of related areas of the National Electric Code. Prerequisite: ELC 1001 or approval of instructor.

ELC 1004 COMMERCIAL AND INDUSTRIAL WIRING 7 (3-12)

The course includes the study of layouts, planning and installation of wiring systems in commercial and industrial complexes with some emphasis upon blueprint reading and symbols. This will include national electric code, fundamental application of practical installations of wiring, and conduit preparation of simple systems. Prerequisite: ELC 1001 or approval of instructor.

ELC 1102 APPLIED ELECTRICITY 3 (2-3)

The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Electrical principles and procedures for trouble-shooting of the various electrical devices used in air conditioning, heating, and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices and wiring. Prerequisite: PHY 1101.

ELC 1112 DIRECT AND ALTERNATING CURRENT 9 (5-12)

A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchoff's Law. A study of the sources of direct current voltage potentials. Fundamental concepts of alternating current flow, retactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits. Prerequisite: None.

ELC 1113 ALTERNATING CURRENT AND DIRECT CURRENT MACHINES AND CONTROLS 10 (5-15)

Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as thermostats, times, or sequencing switches. Prerequisite: ELC 1112.

ELC 1124 RESIDENTIAL WIRING 8 (5-9)

Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.

ELC 1125 COMMERCIAL AND INDUSTRIAL WIRING 9 (5-12)

Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems. Prerequisites: ELN 1118, ELC 1124.

ELECTRONIC DATA PROCESSING

EDP 101 DATA PROCESSING—CARD PUNCH (117) 4 (3-2)

An introductory course to all phases of card punching and its application. It includes machine operation, program card preparation, coding, alphabetic and numeric punching and card handling. Emphasis is placed on speed and accuracy. Prerequisite: Ability to type or permission of the instructor.

EDP 102 DATA PROCESSING—UNIT RECORD EQUIPMENT (118)—(119) 4 (3-2)

A study of the basic operations of the unit record equipment — collator, interpreter, reproducer and accounting machine. The fundamental principles of alphabetic as well as numeric card sorting. The wiring necessary for the accounting machine and collating machine supplemented by a series of laboratory problems. Prerequisite: EDP 101 or permission of the instructor.

EDP 151 INTRODUCTION TO DATA PROCESSING 4 (3-2)

An introductory course designed to acquaint students with the overall field of data processing. It includes a historical review of data processing, basic terminology, fundamental concepts of data processing, job opportunities and requirements in the D.P. field. The laboratory exercises are devoted to familiarizing students with the basic data processing equipment. This course is designed for students majoring in areas other than data processing as well as data processing majors.

EDP 201 COMPUTER PROGRAMMING (217) 4 (3-2)

A study of the history of computers, basic theory and applications of computers, number representations, components and organization of computing systems. Also an introduction to program logic and flowcharting. Prerequisite: EDP 102 or permission of the instructor.

EDP 202 COMPUTER PROGRAMMING (218) 4 (3-2)

A continuation of EDP 201 which includes an intensive study in coding and programming of the RPG computer language. Prerequisite: EDP 201 or permission of the instructor.

EDP 203 COMPUTER PROGRAMMING (219) 4 (3-2)

A continuation of EDP 202. A case study will be completed which will require knowledge of the entire programming skills. Prerequisite: EDP 202 or permission of the instructor.

ELECTRONICS

ELN 1118 INDUSTRIAL ELECTRONICS 6 (4-6)

Basic theory, operating characteristics, and application of vacuum tubes such as diodes, triodes, tetrodes, pentrodes, power supplied using diodes, and other basic applications. Prerequisite: ELC 1113.

ELN 1119 INDUSTRIAL ELECTRONICS 6 (4-6)

Basic industrial electronic systems such as motor controls, magnetic amplifier controls, welding control systems using thyratron tubes and other basic types of systems commonly found in most industries. Prerequisite: ELN 1118.

ELN 1121 VACUUM TUBES AND CIRCUITS 7 (5-6)

A course in vacuum tube theory. Areas covered in lecture and laboratory: construction and operation of diodes, triods, tetrodes, pentodes, and other tube types. Analysis of basic circuits such as amplifiers, power supplies, and oscillators. Study of the superheterodyne receiver with an introduction to basic vacuum tube troubleshooting procedures. Prerequisite: ELC 1120.

ELN 1122 TRANSISTOR THEORY AND CIRCUITS 10 (5-15)

A course in semiconductor theory. Devices to be studied: the diode, transistor, FET, Zener diode, SCR, UJT, and integrated circuits. Circuits studied in lecture and laboratory sessions: power supplies, tuned amplifiers, audio amplifiers, oscillators and detectors. An introduction to systems troubleshooting included. Prerequisite: ELC 1120.

ELN 1123 BLACK AND WHITE TELEVISION SERVICING 15 (10-15)

A study of black and white television receivers. Detailed study of all circuits of the TV receiver in classroom and laboratory sessions. Supervised servicing practice to develop skills in using test equipment to repair and maintain television receivers. Prerequisites: ELN 1121, ELN 1122.

ELN 1124 COLOR TELEVISION SERVICING 15 (10-15)

Theory of operation of the television circuits peculiar to color receivers. Includes composite color telecasting signals, color receiver detectors, kinescopes, convergence, and matrix networks. Theory of operations and practical test bench techniques including troubleshooting, alignment, and convergence. Prerequisite: ELN 1123.

ENGLISH

ENG 101 GRAMMAR I 3 (3-0)

A functional course designed to prepare technical students for day-to-day work experiences. Emphasis on grammar, vocabulary, spelling, and dictionary skills.

ENG 101-5 GRAMMAR 3 (3-2)

An in-depth study of grammar, vocabulary, spelling and dictionary skills. Designed as a functional course for the technical student.

ENG 102 COMPOSITION 3 (3-0)

A continuation of English 101. Grammar, spelling, and vocabulary will be stressed. Emphasis on the topic sentence and paragraph practice stressing expository and argumentative techniques. Short research articles pertinent to the student's technical curriculum. Prerequisite: ENG 101 or 101-5.

ENG 102-5 COMPOSITION 3 (3-2)

An in-depth study of grammar, spelling, and vocabulary. Emphasis on the topic sentence and paragraph practice stressing expository and argumentative techniques. Short research articles pertinent to the student's technical curriculum.

ENG 103 TECHNICAL WRITING 3 (3-0)

A continuation of functional English with an emphasis on the formats of various types of written reports, graphics, and the techniques of planning and organizing the long formal report. Prerequisite: ENG 102 or 102-5.

ENG 103-5 TECHNICAL WRITING 3 (3-2)

An in-depth study of the format of various types of written reports, graphics, and the techniques of planning and organizing the formal report.

ENG 150 INTRODUCTION TO RESOURCE MATERIAL 1 (1-0)

Introduction to the Learning Resources Center and instruction to effective usage of study materials available in the L.R.C. and other sources.

ENG 151 COMPOSITION I 3 (3-0)

A course in expository writing designed to develop purpose and organization. Emphasis on topic sentence, paragraph patterns, formal outline, expository essay. Study of models. Vocabulary development, Dictionary study. Review of grammar and spelling. Prerequisite: Satisfactory score on the English placement test.

ENG 151-5 COMPOSITION I 3 (3-2)

A course for college transfer students who score low on English placement test. Includes, in addition to the above, concentrated review of grammar, punctuation, spelling, sentence structure.

ENG 152 COMPOSITION II 3 (3-0)

Continuation of ENG 151. Essay patterns. Research techniques. Short literary papers. Study of short fiction. Listening and notetaking techniques. Prerequisite: ENG 151 or 151-5.

ENG 152-5 COMPOSITION II 3 (3-2)

For students needing continued review of basic writing skills. Content same as ENG 152. Prerequisite: ENG 151 or 151-5.

ENG 153 COMPOSITION III 3 (3-0)

Continuation of ENG 152. Literary essays using primary and secondary sources. Emphasis on proper use and documentation of reference materials. Study of poetry and drama. Prerequisite: ENG 152 or 152-5.

ENG 153-5 COMPOSITION III 3 (3-2)

For students needing continued review of basic writing skills. Study of grammar, spelling, punctuation, vocabulary, sentence structure. Literary essays using primary and secondary sources. Emphasis on proper use and documentation of reference materials. Study of poetry and drama. Prerequisite: ENG 152-5.

ENG 261 MAJOR BRITISH WRITERS 5 (5-0)

A literary and historical study of Chaucer, Shakespeare, and Milton with related writing assignments. Prerequisite: ENG 153.

ENG 265 ENGLISH LITERATURE 5 (5-0)

A survey of selected 19th and 20th century British authors with collateral readings from each period studied. Prerequisite: ENG 153.

ENG 271 AMERICAN LITERATURE I 3 (3-0)

A critical and historical survey of American literature from the Colonial period through the Transcendalists. Prerequisite: ENG 153.

ENG 272 AMERICAN LITERATURE II 3 (3-0)

A continuation of the survey of American literature from the Romantics through Dickinson. Prerequisite: ENG 153.

ENG 273 AMERICAN LITERATURE III 3 (3-0)

A continuation of the survey of American literature from the rise of Naturalism to the present time. Prerequisite: ENG 153.

ENG 1102 COMMUNICATION SKILLS 3 (3-0)

Designed to promote effective communication through correct language usage in speaking and writing. Prerequisite: RDG 1101.

FRENCH

FRE 151 ELEMENTARY FRENCH I 5 (5-0)

A beginning course for students who have had no French. Much oral work, drill in grammatical principles, written composition, conversation, dictation, and pronunciation are stressed. French 151 and 152 are equivalent to two years of high school French. Senior colleges that require two years of foreign language for admission accept these courses for entrance credit or six hours elective credit.

FRE 152 ELEMENTARY FRENCH II 5 (5-0)

A continuation of FRE 151. Prerequisite: FRE 151.

FRE 251 INTERMEDIATE FRENCH I 5 (5-0)

A review of grammatical principles, composition, dictation, conversation, and reading. First-hand knowledge of French and the French people is encouraged through current events, movies, and French publications. Prerequisite: Two years of high school French or FRE 152.

FRE 252 INTERMEDIATE FRENCH II 5 (5-0)

A continuation of French 251. Prerequisite: FRE 251.

FRE 261 FRENCH LITERATURE I 5 (5-0)

This is a study of French literature from the Middle Ages through the 18th Century. Extensive reading, lectures, and reports in French are required. Prerequisite: FRE 252.

FRE 262 FRENCH LITERATURE II 5 (5-0)

This is a study of French literature of the 19th and 20th centuries. Prerequisite: FRE 261.

GEOGRAPHY

GEO 261 PHYSICAL GEOGRAPHY 5 (5-0)

The earth's astronomical relations, factors of weather and climate, and physical features.

GEO 262 WORLD REGIONS AND ECONOMIC GEOGRAPHY 5 (5-0)

Relations of human activities to the larger geographic regions of the world. Geographic factors involved in production, distribution, consumption, and conservation of the major crops, minerals and industries of the world.

HEALTH EDUCATION

HEA 251 FIRST AID AND SAFETY 3 (3-0)

Principles and practices as applied to emergency first aid, safety in the home, school and community.

HEA 252 PERSONAL HEALTH 3 (3-0)

The basic biologic and social concepts dealing with individual hygiene, disease, nutrition, mental health, heredity, and family hygiene.

HEA 253 COMMUNITY HEALTH 3 (3-0)

The basic principles and problems of contemporary community health and school hygiene are investigated. Topics include health education, recognition, evaluation and prevention of today's health problems, and trends in health.

HISTORY

HIS 151 HISTORY OF WESTERN CIVILIZATION I 5 (5-0)

An eclectic approach to the history of Western Civilization from prehistoric times through the civilization of Egypt, Mesopotamia, Greece, Rome, and Medieval Europe to about 1650. The course is designed to prepare the student for life in the world community by providing him a knowledge of those events of the past which have shaped the present and will influence the future.

HIS 152 HISTORY OF WESTERN CIVILIZATION II 5 (5-0)

A continuation of History of Western Civilization (151) covering the period from 1650 to the present. The course is designed to afford the student an opportunity to examine the major historical forces which have shaped the political, intellectual, material, and cultural setting of the present.

HIS 161 NORTH CAROLINA HISTORY 5 (5-0)

A survey of the history of North Carolina from the Colonial Era to the present with emphasis on development since the Civil War.

HIS 251 U. S. HISTORY I 5 (5-0)

The backgrounds of history, settlement, constitutional development, and union, along with manifest destiny and developing sectionalism. The course covers the period through 1865.

HIS 252 U. S. HISTORY II 5 (5-0)

Course covers Reconstruction, the progressive movement, World War I, and American history to the present. The student will become more aware of his nation as a part of the world community through this course.

HIS 261 NINETEENTH CENTURY EUROPE 3 (3-0)

An in-depth survey of European history from 1815 to 1914. A cause and effect approach is used to trace the growth of nationalism and liberalism, the development of socialism, and the imperialism which brought turbulence throughout much of the century and eventually triggered World War I.

HIS 262 RUSSIAN HISTORY 3 (3-0)

A survey of Russian history since the ninth century with special emphasis upon Russia's political evolution.

HIS 263 MODERN FRENCH HISTORY 3 (3-0)

A survey of French history from the 1789 Revolution to the period of the Fifth Republic (1958-1968). Special emphasis on the development of "republicanism" as an institution in France; and her international relationships during the period.

HIS 271 TWENTIETH CENTURY EUROPEAN HISTORY 3 (3-0)

A consideration of the history of twentieth century Europe, beginning with the background of World War I, the political innovations between wars, World War II and its aftermath, and the significant political social and cultural events which shaped the present. In addition to a factual examination, the student will relate historical events with his own situation.

HIS 272 CIVIL WAR AND RECONSTRUCTION 3 (3-0)

A study of the American people during the crisis of the war and post-war periods with emphasis on the causes of the war, the national and international impact, and the political, economic and social aspects of the Reconstruction.

HIS 273 TWENTIETH CENTURY U. S. HISTORY 3 (3-0)

A history of the United States from 1932 to the present. Special emphasis is given to the changing political, economic and intellectual aspects of American democracy from the New Deal to the present.

INDUSTRIAL SAFETY

ISC 1101 INDUSTRIAL SAFETY 3 (3-0)

A study of the overall picture of the accident toll for the nation's population. It is designed to establish safe work habits in performing the occupation. Principles of accident prevention; injury sources and causes; accident costs; job safety analysis; accident investigation; methods of promoting safe practice, safety education and training; first aid, lifting – manually and mechanically; and fire prevention and protection are some of the topics discussed.

MATHEMATICS

MAT 151 FUNDAMENTALS OF MATHEMATICS 5 (5-0)

Designed to give insight into the nature and structure of mathematics. Topics include a study of sets, operations, logic, and finite systems, plus real number systems and rational numbers. Structured for liberal arts majors.

MAT 152 FUNDAMENTALS OF MATHEMATICS 5 (5-0)

A continuation of MAT 151. Topics include number theory, fractions, decimals, integers; and introduction to statistics, probability, metric and nonmetric geometry, and a review of algebra with imaginery numbers and the quadratic equation.

MAT 161 COLLEGE ALGEBRA 5 (5-0)

A modern approach to college algebra with emphasis on the logical structure of this discipline. Topics include numbers, sets, functions, graphs, equations, inequalities, matrices and determinants, the binomial theorem, and theory of equations.

MAT 162 TRIGONOMETRY 5 (5-0)

A continuation of Mathematics 161. Topics include those found in a traditional trigonometry course, with major emphasis on the analytical, rather than the numerical approach.

MAT 171 INTRODUCTORY STATISTICS 5 (5-0)

The course will include distributions, computation of averages and measures of dispersion, probability distributions, elements of sampling, correlation, prediction, tests of hypothesis. Offered on demand. Prerequisite: MAT 161 or 151.

MAT 251 CALCULUS I 5 (5-0)

This beginning course in calculus offers a review of analytical geometry and is a study of the derivative, its inverse, theorems, and applications. Special attention is placed on the ideas of limits and continuity. This course is designed for mathematics, science, or engineering majors. Prerequisite: MAT 161 or three years of high school mathematics.

MAT 252 CALCULUS II 5 (5-0)

A continuation of MAT 251. Includes integration and its applications, conic sections, limits and continuity. Prerequisite: MAT 251.

MAT 253 CALCULUS III 5 (5-0)

A continuation of MAT 252. The course includes exponential and logarithmic integration and differentiation, parametric equations, polar coordinates, methods of integration and further applications of the integral. Prerequisite: MAT 252.

MAT 1101 ESSENTIALS OF MATHEMATICS 5 (5-0)

Practical number theory is the basis for this course. Analysis of basic operations; addition, subtraction, multiplication, and division are included. Other topics studied are fractions, decimals, powers and roots, percentages, ratio and proportion. Some work with solid and plane geometric futures is undertaken as well; specifically determinations of volume and surface area. Extensive practice is required. The student is also exposed to basic algebra.

MECHANICS

MEC 1101 MACHINE SHOP THEORY AND PRACTICE 7 (3-12)

An introduction to the machinist trade and the potential it holds for craftsmen. Deals primarily with the identification, care, and use of basic hand tools and precision measuring instruments. Elementary layout procedures and processes of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice.

MEC 1120 DUCT CONSTRUCTION AND MAINTENANCE 5 (3-6)

Study of various duct materials including sheet steel, aluminum, and fiber glass. Safety, sheet metal hand tools, cutting and shaping machines, fasteners and fabrication practices, layout methods, and development of duct systems. The student will service various duct systems and perform on-the-site repairs including ducts made of fiber glass. A study is made of duct fittings, dampers and regulators, diffusers, heater and air washers, fans, insulation and ventilating hoods. Prerequisite: DFT 1116, AHR 1123. Corequisite: AHR 1126.

MEC 1133 MECHANICAL MAINTENANCE 7 (4-9)

To acquaint the student with the basic fundamentals of installation, maintenance and repair of machines. Miscellaneous electrical, mechanical, hydraulic, pneumatic, and lubrication devices are installed and maintained. Methods of rigging and machine installation, including location, leveling and fastening are covered. The use of precision measuring tools and checking for accuracy, squareness, and correct center line distances are stressed for pre-start inspection. Prerequisite: MEC 1101, DFT 1104, DFT 1113.

MUSIC

MUS 151 MUSIC THEORY I 3 (3-0)

A coordinated course combining the study of notation, clefs, modes, scales, intervals, triads, beginning harmony, and keyboard harmony. Must be taken concurrently with MUS 154.

MUS 152 MUSIC THEORY II 3 (3-0)

A continuation of Music 151 with the following additions: principles of part writing and voice leading introduced, melody writing, elementary form and analysis. Must be taken concurrently with MUS 155. Prerequisite: MUS 151.

MUS 153 MUSIC THEORY III 3 (3-0)

A continuation of Music 152 with the following additions: introduction of seventh chords. Must be taken concurrently with MUS 156. Prerequisite: MUS 152.

MUS 154 SIGHT-SINGING AND DICTATION I 2 (2-0)

The study of melodic and rhythmic elements of music using the moveable "do." Rhythmic and melodic dictation involving scale, and major and minor intervals. Emphasis on hearing mentally what is seen. Must be taken concurrently with MUS 151.

MUS 155 SIGHT-SINGING AND DICTATION II 2 (2-0)

A continuation of MUS 154. Must be taken concurrently with MUS 152. Prerequisite: MUS 154.

MUS 156 SIGHT-SINGING AND DICTATION III 2 (2-0)

A continuation of MUS 155. Must be taken concurrently with MUS 153. Prerequisite: MUS 155.

MUS 160 CHOIR I 1 (0-5)

The choir offers extensive training in choral technique, part singing, and interpretation. At various times during the year concerts are given in Statesville and other cities in North Carolina. Each prospective member must be auditioned and approved by the director.

MUS 170 PIANO I 1 (1-6), 2 (1-9), or 3 (1-12)

All major and minor scales. Major, minor, dominant seventh and diminished seventh arpeggios. Technical studies to include Two and Three Part Inventions, Sonatinas, and Sonatas. Literature to include easier works of the Romantic and Modern Schools.

MUS 171 PIANO II 1 (1-6, 2 (1-9), or 3 (1-12)

A continuation of MUS 170. Prerequisite: MUS 170.

MUS 172 PIANO III 1 (1-6), 2 (1-9), or 3 (1-12)

A continuation of MUS 171. Prerequisite: MUS 171.

MUS 173 VOICE I 1 (1-6), 2 (1-9), or 3 (1-12)

Emphasis upon voice production, studies in scales, arpeggios, phrasing, vowel and consonant formations with coordinated breath support. Repertoire consisting of early Italian material, art songs, folk songs, sacred material and a study of vocal material from each period in Music History. Participation in choir and recitals is required of all voice students unless exempted because of hardship.

MUS 174 VOICE II 1 (1-6), 2 (1-9), or 3 (1-12)

A continuation of MUS 173. Prerequisite: MUS 173.

MUS 175 VOICE III 1 (1-6), 2 (1-9), or 3 (1-12)

A continuation of MUS 174. Prerequisite: MUS 174.

MUS 176 ORGAN I 1 (1-6), 2 (1-9), or 3 (1-12)

Manual and pedal exercises; fundamentals of voice-leading; trios; chorale preludes; easier Romantic and contemporary pieces; hymn playing. Participation in choir and recitals is required of all organ students unless exempted because of hardship.

MUS 177 ORGAN II 1 (1-6), 2 (1-9), or 3 (1-12)
A continuation of MUS 176. Prerequisite: MUS 176.

MUS 178 ORGAN III 1 (1-6), 2 (1-9), or 3 (1-12)
A continuation of MUS 177. Prerequisite: MUS 177.

MUS 179 STRINGS I 1 (1-6), 2 (1-9), or 3 (1-12)
Emphasis on tone production, bow control, scales, arpeggios, etudes (Waefort). Easier violin music.

MUS 180 STRINGS II 1 (1-6), 2 (1-9), or 3 (1-12)
A continuation of MUS 179. Prerequisite: MUS 179.

MUS 181 STRINGS III 1 (1-6), 2 (1-9), or 3 (1-12)
A continuation of MUS 180. Prerequisite: MUS 180.

MUS 182 CONDUCTING 2 (1-2)
The elements of choral conducting, designed primarily for prospective choir directors. Must be elected simultaneously with choir. Prerequisite: MUS 151.

MUS 251 MUSIC THEORY IV 3 (3-0)
Analysis of modulations, altered chords, non-harmonic tones, borrowed chords, the Neapolitan Sixth Chord, ninth, eleventh, and thirteenth chords. Study of part-writing on secondary triads, seventh chords, and modulations. Form analysis. Keyboard harmony, chord progressions in major and minor keys, and modulations to closely related keys. Must be taken concurrently with MUS 254. Prerequisite: MUS 153.

MUS 252 MUSIC THEORY V 3 (3-0)
A continuation of MUS 251. Prerequisite: MUS 251. Must be taken concurrently with MUS 255.

MUS 253 MUSIC THEORY VI 3 (3-0)
A continuation of MUS 252. Prerequisite: MUS 252. Must be taken concurrently with MUS 251.

MUS 254 SIGHT-SINGING AND DICTATION IV 2 (2-0)
A continuation of the study of melodic and rhythmic elements in music along with harmonic dictation, using altered chords, modulation, and non-harmonic tones. Must be taken concurrently with MUS 251. Prerequisite: MUS 156.

MUS 255 SIGHT-SINGING AND DICTATION V 2 (2-0)
A continuation of MUS 254. Prerequisite: MUS 254. Must be taken concurrently with MUS 252.

MUS 256 SIGHT-SINGING AND DICTATION VI 2 (2-0)
A continuation of MUS 255. Prerequisite: MUS 255. Must be taken concurrently with MUS 253.

MUS 260 CHOIR II 1 (0-5)

Same as MUS 160.

MUS 270 PIANO IV 1 (1-6), 2 (1-9), or 3 (1-12)

All technical exercises in rhythms. Preludes and Fugues by Bach, or French Suites, Mozart or Beethoven Sonatas or Concertos. Other literature will include works of Schumann, Chopin, and Brahms. Participation in choir and recitals is required unless exempted because of hardship. Each student at this level who is a piano major is required to participate in Sophomore recital. Prerequisite: MUS 172.

MUS 271 PIANO V 1 (1-6), 2 (1-9), or 3 (1-12)

A continuation of MUS 270. Prerequisite: MUS 270.

MUS 272 PIANO VI 1 (1-6), 2 (1-9), or 3 (1-12)

A continuation of MUS 271. Prerequisite: MUS 271.

MUS 273 VOICE IV 1 (1-6), 2 (1-9), or 3 (1-12)

A more detailed study of voice. A continued study of the scales, arpeggios, diction, and phrasing, but in more progressive studies. Repertoire consisting of English, Italian, French and German songs. Study in oratorio and opera. Each student at this level who is a voice major is required to participate in Sophomore Recital. All voice students must participate in choir unless exempted because of hardship. Prerequisite: MUS 175.

MUS 274 VOICE V 1 (1-6), 2 (1-9), or 3 (1-12)

A continuation of MUS 273. Prerequisite: MUS 273.

MUS 275 VOICE VI 1 (1-6), 2 (1-9), or 3 (1-12)

A continuation of MUS 274. Prerequisite: MUS 274.

MUS 276 ORGAN IV 1 (1-6), 2 (1-9), or 3 (1-12)

Easy to moderately difficult works of Bach, including the "Little Organ Book"; representative works of similar difficulty from Baroque, Romantic, and contemporary literature; further study in hymn and service playing. Participation in choir and recitals is required unless exempted because of hardship. Each student at this level who is an organ major is required to participate in Sophomore Recital. Prerequisite: MUS 178.

MUS 277 ORGAN V 1 (1-6), 2 (1-9), or 3 (1-12)

A continuation of MUS 276. Prerequisite: MUS 276.

MUS 278 ORGAN VI 1 (1-6), 2 (1-9), or 3 (1-12)

A continuation of MUS 277. Prerequisite: MUS 277.

MUS 279 STRINGS IV 1 (1-6), 2 (1-9), or 3 (1-12)

A continuation of MUS 181. Prerequisite: MUS 181.

MUS 280 STRINGS V 1 (1-6), 2 (1-9), or 3 (1-12)

A continuation of MUS 279. Prerequisite: MUS 279.

MUS 281 STRINGS VI 1 (1-6), 2 (1-9), or 3 (1-12)

A continuation of MUS 280. Prerequisite: MUS 280.

MUS 282 MUSIC LITERATURE I 2 (2-0)

An historical survey of music from its primitive beginning to the present, designed to develop a deeper understanding, appreciation, and enjoyment of music. Recorded music examples, listening assignments. Open to all students.

MUS 283 MUSIC LITERATURE II 2 (2-0)

A continuation of MUS 282. Prerequisite: MUS 282.

MUS 284 MUSIC LITERATURE III 2 (2-0)

A continuation of MUS 283. Prerequisite: MUS 283.

MUS 285 MUSIC APPRECIATION I 3 (3-0)

Stressed in this course is how to listen intelligently and creatively to music. It includes elements of music, styles, and a brief historical survey of music. Open to all students.

MUS 286 MUSIC APPRECIATION II 3 (3-0)

A continuation of MUS 285.

MUS 287 MUSIC APPRECIATION III 3 (3-0)

A continuation of MUS 286.

PHILOSOPHY

PHI 151 INTRODUCTION TO ETHICAL DECISION MAKING 3 (3-0)

This course will have two major parts to it. Approximately one-third of the course will be devoted to a quick survey of various philosophical approaches to ethical decision making. The remaining two-thirds of the quarter will be devoted to a study of contemporary philosophical issues. The purpose of the course is to enable the student to see and understand the dimensions of ethical discourse and thereby make rational ethical decisions.

PHOTOGRAPHY

PHO 1107 FUNDAMENTALS OF PHOTOGRAPHY 5 (2-9)

Photography is concerned with interpreting and recording events with a camera and in this course these concepts are thoroughly examined. In addition, the science of the photographic process, with its precise balance between light and chemical energy, is explored. Other areas of investigation include the laws governing the photographic application of optics, the measurement and behavior of light, reciprocity, the chemistry of processing light-sensitive emulsions, flash, and densitometry. Some characteristics of photographic film; paper and processing chemicals are listed. In the laboratory extensive practical application is made of these principles, along with a thorough grounding in the use of various cameras, meters, densitometers, calculators, enlargers, and printers. Stressed are the three basics of a good photographer; technical skill, art ability, and business knowledge.

PHO 1109 INTERMEDIATE PHOTOGRAPHY 5 (2-9)

Intermediate photography is a continuation of fundamentals of photography. Visual interpretation in photography is stressed. The student continues in developing a visual concept of photography in relation to the fundamentals of lighting, composition, and art principles. Intermediate photography is concerned with the theory of the photographic process. This includes the broad application of photographic practices in the fields of advertising, science, and records which makes it imperative that the present-day photographer have a working knowledge of the principles and theories governing the chemical composition, exposure, and processing of negative and positive materials. Some of the subjects covered are: manufacture of photographic emulsions, the latent image, mechanism of exposure of silver halide grain, theory of development, mixing and washing, diffusion-transfer reversal processes, photographic sensitometry, photographic tone reproduction, structure of the developed image and the theory of exposure. Laboratory experiments of intermediate photography are tied in directly with the material covered.

PHO 1111 APPLIED PRINCIPLES OF PHOTOGRAPHY 5 (2-9)

Applied photography is a continuation of intermediate photography. Practical problems in applying techniques to authentic situations are stressed. The student concentrates on methods of making functional photographs that are effective and forceful. He is learning to use the camera as a tool for examination and transmission of facts, feelings and ideas. A wide variety of

assignments, such as product photography, people, picture stories, creative visualization and documentaries are given that will introduce the many types of photography and improve laboratory skills.

PHO 1116 ADVANCED PHOTOGRAPHY 7 (2-15)

A continuation of professional fields of photography. During this quarter the student will be exposed to more advanced techniques of color photography and reproduction and he will be taught the more versatile aspects of color photographic equipment. In addition, the student will have a number of required projects which he will complete from camera to the finished print or transparency. These projects will be varied, but will put more emphasis on the particular area of specialization in which the student is most interested. The projects will also provide the vital practical experience which the student needs.

PHO 1135 PHOTOGRAPHY FOR PRINTERS 2 (1-3)

A beginning course in photography for printing students. Areas included are operation of a camera, developing film, printing pictures by contact and projection, and methods of lighting.

PHYSICAL EDUCATION

PED 150 ARCHERY 1 (2-0)

A course designed to teach the student the fundamental skills of the target bow and arrow.

PED 151 BADMINTON 1 (2-0)

A course designed to teach the student the rules, regulations and fundamental skills of badminton.

PED 152 BALLET AND MODERN DANCE 1 (2-0)

An introduction to the fundamentals and techniques of ballet and modern dance.

PED 153 BASKETBALL 1 (2-0)

A course designed to teach the students basic basketball technique with emphasis placed on rules, regulations and fundamental skills.

PED 154 BOWLING 1 (2-0)

A course designed to teach the students the fundamental skills of bowling.

PED 155 CONDITIONING 1 (2-0)

A course designed to teach the student basic conditioning techniques with an overall objective of physical fitness.

PED 156 FENCING 1 (2-0)

A course designed to teach the student the rules, regulations, and fundamental skills of fencing.

PED 157 GOLF 1 (2-0)

A course designed to teach the student the rules, regulations, etiquette and fundamental skills of beginning golf.

PED 158 SOCCER 1 (2-0)

A course designed to teach the fundamental skills of team soccer with an emphasis placed on team play, skills, rules, and regulations.

PED 159 SOFTBALL 1 (2-0)

A course designed to teach the basic fundamental skills of softball. Emphasis is placed on conditioning, rules, and skills.

PED 160 TENNIS 1 (2-0)

A course designed to teach basic fundamental tennis, with emphasis placed on skills, rules, and regulations.

PED 161 VOLLEYBALL 1 (2-0)

A course designed to teach the basic skills of volleyball with emphasis placed on team play, rules and regulations.

PED 162 WEIGHT TRAINING 1 (2-0)

A course designed to teach fundamental skills related to weight training with an emphasis placed on body conditioning and control.

PED 163 ADVANCED BASEBALL 1 (2-0)

PED 164 ADVANCED BASKETBALL 1 (2-0)

PED 165 ADVANCED GOLF 1 (2-0)

PED 166 ADVANCED TENNIS 1 (2-0)

A course designed for skilled students to participate against each other to improve skills and understandings of advanced techniques, rules and regulations. Students in these classes may be permitted to participate in inter-collegiate student activities.

PED 251 INTRODUCTION TO PHYSICAL EDUCATION 3 (3-0)

An introduction to the historical, philosophical, and scientific development of physical education as related to general education.

PHYSICS

PHY 271 GENERAL PHYSICS I 4 (3-3)

This is the first quarter of a three quarter sequence of study in the basic principles of physics. This quarter covers the fundamental concepts of the nature of physics and classical mechanics. The basic topics included are measurement, general properties of matter, vector analysis, kinematics, dynamics, statics, and the conservation of momentum and energy.

PHY 272 GENERAL PHYSICS II 4 (3-3)

This is the second quarter of General Physics. This quarter covers the fundamental concepts of non-linear motion, heat energy, and electricity. The basic topics included are rotation, vibration, wave motion, fluids, thermal expansion, heat transfer, thermodynamics, electrostatics and current electricity. Prerequisite: PHY 271.

PHY 273 GENERAL PHYSICS III 4 (3-3)

This is the final quarter of General Physics. This quarter covers the fundamental concepts of electromagnetism, light, and modern physics. The basic topics included are magnetism, electromagnetic induction, geometrical and physical optics, atomic and nuclear physics, relativity and quantum mechanics. Prerequisite: PHY 272.

PHY 1101 APPLIED SCIENCE I 4 (3-2)

An introduction to physical principles and their application in industry. Topics include measurement; properties of solids, liquids, and gasses; basic electrical principles.

PHY 1102 APPLIED SCIENCE II 4 (3-2)

A continuation of PHY 1101. Topics include heat, thermometry, principles of force, motion, work, energy and power. Prerequisite: PHY 1101.

PHY 1103 APPLIED SCIENCE III: LIGHT AND SOUND 4 (3-2)

A study of wave motion and sound and light. Practical applications are stressed through the study of acoustics, musical sounds, color mixing, optical devices, illumination and the laser. Prerequisite: PHY 1102.

POLITICAL SCIENCE

POL 251 AMERICAN NATIONAL GOVERNMENT 5 (5-0)

A survey course covering the organization and role of the Executive, Legislative and Judicial branches of the Federal Government, emphasizing such areas as business, national security, civil rights, the relationship between the American people and their political institutions, the electoral process, interest groups, and the international commitments of the United States.

POL 261 STATE AND LOCAL GOVERNMENT 5 (5-0)

A study of the organization, functions and powers of state, county, and local governments in the United States, with emphasis on the State of North Carolina.

POL 271 INTERNATIONAL RELATIONS 3 (3-0)

A study of basic forces underlying the conduct of international relations and the formation of foreign policy, with emphasis on the role of the United States in its relations with major areas of the world today.

POL 272 COMPARATIVE GOVERNMENT 3 (3-0)

An intensive study of the political structure of various nations, including some nations from Asia, Europe, Africa, Latin Latin America, as well as the United States.

POL 274 CONSTITUTIONAL LAW 3 (3-0)

A study of the development of American Constitutional Law chiefly through judicial opinion, with emphasis on freedom of speech, rights of persons accused of crime, civil liberties, and separation of Church and State.

POL 276 MODEL CONGRESS 3 (3-0)

A course designed to introduce the student to the organization and function of a parliamentary body and provide him with the opportunity of practical application.

POWER MECHANICS

PME 1001 INTERNAL COMBUSTION ENGINE 7 (3-12)

The course is an introduction to the construction and operation of internal combustion engines. Testing of engine performance, servicing and maintenance of pistons, valves, camshafts, lifters and crankshafts, fuel and exhaust systems, cooling systems, proper lubrication, methods of testing, measuring, diagnosing, and repairing will be studied. The student will develop an ability to read and interpret blueprints, charts, instruction and service manuals. Safety habits and proper use of tools and equipment will be emphasized. Prerequisite: None.

PME 1002 ENGINE ELECTRICAL AND FUEL SYSTEMS 7 (3-12)

The course will involve a thorough study of the electrical and fuel systems of the automobile. Battery mechanisms, generator and regulators, ignitions, accessories, lighting and wiring, fuel and electrical systems. Interpretation and reading of schematic prints and wiring diagrams will also be presented. Prerequisite: None.

PME 1003 BRAKES, CHASSIS, SUSPENSION SYSTEMS & AUTOMOTIVE AIR CONDITIONING 7 (3-12)

The course will include a complete study of various braking systems employed on automobiles and light trucks, components of automotive chassis, suspension systems, principals of refrigeration, test equipment, and schematic prints and diagrams. Prerequisite: None.

PME 1004 AUTOMOTIVE POWER TRAIN SYSTEMS 7 (3-12)

The course will include principles and functions of automotive power train systems, clutches, automatic and manual transmissions, torque converters, drive shaft assemblies, rear axles and differentials. Prerequisite: None.

PME 1101 INTERNAL COMBUSTION ENGINE 8 (3-15)

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of diagnosing and repairing. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Prerequisite: None.

PME 1102 ENGINE ELECTRICAL AND FUEL SYSTEMS 8 (3-15)

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Interpretation and reading of schematic prints and diagrams. Making sketches of electrical wiring and fuel system components for automotive engines and other internal combustion engines. Prerequisite: PME 1101.

PME 1121 FRONT SUSPENSION, ALIGNMENT AND POWER STEERING 2 (1-3)

Theory of operation, correct disassembly and mounting of all front suspension parts on various types of frames (car and light truck). A thorough understanding of the function and repair of steering gears (Power and standard), shock absorbers, springs, wheels and tires, pumps, rams, etc. is gained. Theory and application of steering geometry, correct diagnosis of problems and use of the alignment and balancing machines; analysis and correction of tire wearing problems, vibrations, hard steering, pulling, etc. is experienced. Prerequisite: PME 1123.

PME 1123 BRAKES, CHASSIS AND SUSPENSION SYSTEMS 7 (3-12)

A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment and repair. Also, the servicing of parking brakes is emphasized. Principles and functions of the components of automotive chassis is covered. Practical job instruction in adjusting and repairing of suspension systems. Interpretation of prints, schematics and diagrams pertaining to automotive chassis and braking systems. Prerequisite: None.

PME 1124 AUTOMOTIVE POWER TRAIN SYSTEMS 7 (3-12)

Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft, assemblies, rear axles and differentials. Identification of troubles, servicing, and repair. Prerequisite: PME 1123.

PME 1125 AUTO SERVICING 6 (3-9)

Emphasis is on the shop procedures necessary in "trouble-shooting" of automotive systems, provides a full range of experiences in testing, adjusting, repairing and replacing components. A close simulation to an actual automotive shop situation will be maintained. Prerequisite: PME 1102, PME 1123, AHR 1101.

PME 1202 AUTO ELECTRICAL/ELECTRONICS 7 (4-9)

A thorough study of the theory and operation of various automobile electrical units and systems. Maintenance and testing procedures, diagnosis and repair of all types of electrical/electronic components, especially the transistor circuits, found on the modern automobile. Prerequisite: PME 1102.

PME 1203 AUTOMOTIVE ENGINE TUNE-UP 7 (4-9)

This course is designed to provide depth in the understanding and use of various types of tune-up equipment. Emphasis is placed on gaining knowledge of the waveforms of the oscilloscope and other units on the Tune-Up Tester. Through proper use of tune-up equipment, the student is expected to demonstrate his ability to diagnose malfunctions in ignition systems, cranking motors and charging circuits. Prerequisite: PME 1102, DFT 1102.

PME 1214 ADVANCED AIR CONDITIONING REPAIR 2 (3-2)

In-depth study of the principles of refrigeration; extensive practice in disassembly and the assembly of the component parts; diagnosis of malfunctioning; the proper methods of repair and handling of refrigerants in charging the various systems. Prerequisite: AHR 1101 or other work experience.

PME 1224 ADVANCED AUTOMATIC TRANSMISSIONS 7 (3-12)

This course is designed to provide a measure of depth in the understanding of automatic transmissions. Instruction includes classroom study, demonstrations, and student participation in disassembly, reassembly, and testing of selected transmissions. Special emphasis is placed on principles, function, construction, operation, servicing and "trouble-shooting" procedures and repair of various types of automatic transmissions. Prerequisite: PME 1124.

PME 1226 AUTOMOBILE SERVICING II 5 (2-9)

Emphasis is placed on "trouble-shooting" and repairing the various component systems on vehicles provided for general repairs. The student is given in-depth experiences in diagnosis, testing, adjusting, repairing, and replacing component parts. Prerequisite: PME 1125

PRACTICAL NURSE

NUR 1101 BASIC SCIENCE 6 (4-4)

Development of understanding of human anatomical structures, physiological processes and their relation to each other through lecture and laboratory practice. Brief study of microbiology – the identification, growth, environment and control of micro-organisms. The principle of good nutrition and their application to the needs of normal individuals including some modifications necessary in diet therapy.

NUR 1102 FUNDAMENTALS OF NURSING 8 (6-6)

An introduction to the basic principles underlying effective and safe nursing care. Body mechanics for nurse and patient. Sterilization and disinfection methods, use of hospital equipment, and techniques of daily hygenic patient care. Laboratory practice includes beginning skills and hygenic care of the dependent patient.

NUR 1103 MEDICAL – SURGICAL NURSING I 7 (7-0)

An introduction to the causes of illness and the body's reaction to the invasion of disease producing organisms and trauma. Process of illness, diagnostic tests, physiologic reaction to pain, needs of patients with long term illnesses, rehabilitation, pre-operative and postoperative needs, anesthesia agents, and modification of diet for disease condition. Prerequisites: NUR 1101, 1102.

NUR 1104 INTRODUCTION TO PHARMACOLOGY 4 (4-0)

A study of safe techniques for oral drug administration. Knowledge of drug sources, methods of preparation and storage. Also gain knowledge of equipment, skill in use of sterile technique used in preparation and giving unjectable medication. Classification of drugs by use and content. Review of adding, subtracting, multiplying fractions and decimals. Systems for measuring drugs. Solving problems of measurement, conversion with systems and from system to system. Legal aspects of medication preparation. Prerequisites: NUR 1101, 1102.

NUR 1105 MATERNAL CHILD CARE 6 (6-0)

Presentation of modern aspects of maternity nursing. The nursing care of the normal obstetrical patient and new born child. Detailed nursing care of patients during antipartum labor and postpartum periods. Emphasis on provision of better and safer nursing care for expectant mother and her baby. Prerequisites: NUR 1101, 1102.

NUR 1106 CLINICAL EXPERIENCE I 5 (0-16)

Actual nursing care experiences with selected patients in the affiliating agencies correlated with classroom theory. Practice of simple hand skills and solving of simple nursing care problems. Beginning experience in making observations, using testing materials and instruments. Experience in planning meetings and charting some simple needs of hospitalized patients. Opportunities to begin development of attitudes and skills necessary for successful practical nursing career. Prerequisites: NUR 1101, 1102.

NUR 1107 MEDICAL SURGICAL NURSING II 5 (5-0)

Continuation of NUR 1103 providing principles and concept of simple and complex rehabilitative nursing. Providing the student with opportunity to develop additional knowledge and skill necessary to meet the needs of the more dependent patient. Prerequisites: NUR 1103, 1106.

NUR 1108 NURSING CARE OF CHILDREN 5 (5-0)

Comparison of normal growth and development patterns of the new born, school-age child and adolescent. Physical differences in the child and adult. The effects of and nursing needs arising from hospitalization for a common or acute illness. Prerequisites: NUR 1103, 1104, 1105.

NUR 1109 PHARMACOLOGY AND DRUG THERAPY 2 (2-0)

Built upon NUR 1104 includes the main effects, uses and toxic symptoms of more common drug classifications. Insulin therapy, dosage problem, storage and preparation of narcotics with safety precautions are stressed. Prerequisites: NUR 1103, 1104, 1105, 1106.

NUR 1110 CLINICAL EXPERIENCE II 8 (0-24)

Nursing care experiences with selected patients correlated with classroom theory. Experiences are provided to enable the student to meet the needs of the more dependent patient in the medical, surgical, obstetrical, and pediatric departments. Prerequisites: NUR 1103, 1104, 1105, 1106.

NUR 1111 MEDICAL SURGICAL NURSING III 6 (6-0)

A continuation of NUR 1103 and 1107 presenting selected experience in the nursing care of patients with various disorders including care of the more critical or seriously ill, developing further the role of the LPN as an assistant to the RN. Also, included is the role in disaster or emergency nursing. Prerequisites: NUR 1103, 1107, 1108, 1109, 1110.

NUR 1112 VOCATIONAL ADJUSTMENTS 2 (2-0)

A study of the legal and ethical responsibilities of the LPN. Discussions are centered around opportunities for employment and the obligations assumed upon employment. North Carolina nursing law and professional organizations are discussed. Prerequisites: NUR 1107, 1108, 1109, 1110.

NUR 1113 CLINICAL EXPERIENCE III 8 (0-24)

Continued experience with adults in medical-surgical nursing, pediatric nursing or obstetrical nursing under supervision of clinical teachers. Experience in more complicated nursing treatments. Emphasis is placed on the assistant role and includes experience in administration of medications under direct supervision of clinical instructor. Prerequisites: NUR 1107, 1109, 1110.

PRINTING

PRN 1001 OFFSET FUNDAMENTALS 7 (3-12)

This course is an introduction to offset printing and the study of printing, although no in-depth study of any one procedure required in the offset method of printing will be pursued. Each facet involved from idea to finished product will be dealt with.

PRN 1002 BASIC LAYOUT 7 (3-12)

This course covers an orientation to composition and includes basic layouts, progressive steps of layout, preparing a paste-up, paste-up using overlays, scaling and cropping. Measurements are emphasized throughout the course. Prerequisite: PRN 1001.

PRN 1003 ESSENTIALS OF PRINTING 7 (3-12)

This course will include all of the steps necessary to produce high quality printing. From layout to finished product. Prerequisite: PRN 1002.

PRN 1004 PRODUCTION PRINTING 7 (3-12)

This course is designed to combine all the previous training into shop operation. The student will perform all activities in

the production of finished jobs including costing, routing, preparation, presswork, and shipping. Prerequisite: PRN 1002, 1003.

PRN 1111 PRINTING PROCESSES 4 (2-6)

A study of a variety of printing plates and processes with emphasis on identification, application, and evaluation. Specific processes will include lithography, letterpress, and silk screen. Instruction will include demonstrations with hand cut and photosensitive films in producing copy by the screen processes, design, typestyles and audiovisuals, and an orientation to composition.

PRN 1112 OFFSET PLATEMAKING AND PRINTING MEASUREMENTS 4 (2-6)

The four different categories of lithographic plates, direct image, deep etch, bimetal and surface plate, and how they are prepared are studied. The procedures for preparing presensitized plates are detailed along with correction of common plate problems.

PRN 1113 OFFSET CAMERA I 4 (2-6)

This course is designed to include the theory and practice of preparing line and halftone negatives and positives for offset lithography. Camera settings, lens settings will be covered, an integral part of darkroom procedure. Negative handling, stripping, making flats, and exposing presensitized plates will be taught as a part of the photo-mechanical process.

PRN 1116 OFFSET CAMERA II 4 (2-6)

A continuation of PRN 1113. Prerequisite: PRN 1113.

PRN 1117 OFFSET CAMERA III 4 (2-6)

A continuation of PRN 1116. Prerequisite: PRN 1116.

PRN 1124 BINDERY OPERATIONS 4 (2-6)

This course is designed to present the equipment and materials used in the bindery operation used for offset press productions. Collating, padding, drilling, cutting, folding, stitching, and other bindery operations will be covered.

PRN 1126 OFFSET PRESSWORK 4 (2-6)

Theory and practice of operating offset printing presses will include experience on offset presses. Instruction will include inking and water systems, registration, feed and delivery systems, roller and blanket care, and basic trouble shooting. Paper weights and measurements will be introduced as an integral part of press operation as well as OSHA and mechanics safety standards, including use of metric and other tools.

PRN 1127 OFFSET PRESSWORK 6 (3-9)

A continuation of PRN 1126. Prerequisite: PRN 1126.

PRN 1132 OFFSET PRESSWORK 5 (2-9)

A continuation of PRN 1127. Prerequisite: PRN 1126.

PRN 1133 BASIC COMPOSITION 4 (2-6)

This course covers an orientation to composition and includes basic layout, progressive steps of layout, preparing a paste-up, paste-up using overlays, scaling and cropping. Measurements are emphasized throughout the course.

PRN 1134 COMPOSITION 4 (2-6)

A continuation of PRN 1133. Prerequisite: PRN 1133.

PRN 1136 PRODUCTION PRINTING 7 (3-12)

This course is designed to combine all the previous training into a shop operation. The student will perform all activities in the production of finished jobs; including costing, routing, preparation presswork, and shipping. In addition, letterpress printing will be covered with no setting required.

PRN 1137 OFFSET PRESSWORK 2 (0-6)

This course is designed to provide the student with the opportunity to apply the knowledge acquired in photography to the operation of the offset press. The student continues his practice and improves techniques.

PRN 1138 OFFSET PRESSWORK 2 (0-6)

A continuation of PRN 1137. Prerequisite: PRN 1137.

PRN 1139 OFFSET PRESSWORK 2 (0-6)

A continuation of PRN 1138. Prerequisite: PRN 1138.

PRN 1140 CREATIVE ART AND PHOTOGRAPHY 4 (2-6)

This course is designed to afford the student the opportunity to start with an idea and develop it into a graphic. Emphasis is placed upon knowledge acquired in other courses and the application of this knowledge in class projects. Emphasis is on the creative aspects of graphic arts.

PRN 1141 PRINTING LAYOUT AND TYPE STYLES 5 (2-9)

This course is designed to utilize the culmination of information learned in the area of printing letters and numbers in different styles. The student is afforded the opportunity of putting all his acquired knowledge together in printed graphic form. Emphasis is on the mechanical aspects of graphics.

PSYCHOLOGY

PSY 151 INTRODUCTION TO PSYCHOLOGY 5 (5-0)

A study of the principles of psychology which includes a general introduction to psychology as a science, art, and philosophy. Individualized units involve the student in such areas as the history and systems of psychology, personality development, operant conditioning, perception, learning, emotions, child psychology, mental illness and psychotherapy, social problems, and third force psychology. The course combines structured learning with the small group approach to learning.

PSY 251 HUMAN POTENTIAL SEMINARS 3 (3-0)

Through small group processes and readings in the field of group procedures, the student learns the processes of various types of groups (T-groups, Encounter Groups, Transactional analysis, The Carkhuff Model of Helping Relations), and discovers their own potentialities as a person, as well as learning how to effectively relate to other persons in a group. Emphasis is on both the cognitive learning of various models of group process, and the affective learning related to the actualization of human potential, interpersonal relationships, and personal growth.

PSY 261 EDUCATIONAL PSYCHOLOGY 5 (5-0)

A study of the basic principles of psychology with emphasis on the effects of development on behavior, nature of learning, teaching relationships, individual differences, social psychology, mental health and other psychological areas that concern the teacher. Includes studies of major theories of education, contemporary issues in education, and involves some practical experience in local schools. Prerequisite: PSY 151 or permission of the instructor.

PSY 1101 HUMAN RELATIONS 3 (3-0)

Development of understanding of relationships to other persons through some of the basic principles of human psychology. Study of the problems of the individual and his work situation in relation to society, group membership, and relationships within the work situation.

READING

RDG 101 3 (3-0)

Designed for the technical student who can benefit from reading instruction, this course provides an individualized framework that allows the student to concentrate on his own particular weaknesses and to progress at his own rate. Major objectives are to improve word attack skills, vocabulary, comprehension, and reading rate, through the use of multi-media materials. Course requirement may be satisfied by an acceptable score on the Nelson-Denny placement test.

RDG 151 3 (3-0)

Designed for the student who can benefit from reading instruction, this course will emphasize improvement of reading rate, comprehension, and vocabulary. Instruction will be completely individualized, with multi-media materials utilized. Course requirements may be satisfied by an acceptable score on the Nelson-Denny placement test.

RDG 152 SPEED READING (Non-Credit)

Designed for the able reader whose goal is to improve his rate and comprehension. Through a multi-media, individualized approach, the student will develop a faster, more efficient reading rate, in both inclusive and selective reading. The student will also aim to improve his flexibility in the act of reading.

RDG 1101 3 (3-0)

Designed for the vocational student, this course provides an individualized framework that allows the student to concentrate on his own particular weaknesses and to progress at his own rate. Major objectives are to improve word attack skills, vocabulary, comprehension, and reading rate, through the use of multi-media materials. Required of all vocational students.

RELIGION

REL 151 INTRODUCTION TO THE OLD TESTAMENT 3 (3-0)

This course is intended to be a survey of the Old Testament touching on the principle themes such as creation, the entrance of sin into human life, and redemption. The course will also involve an historical survey relating the Biblical literature to the surrounding cultures that affected the life of Israel. The student should emerge from the course with a better understanding of the Biblical literature of the Old Testament.

REL 152 INTRODUCTION TO THE NEW TESTAMENT 3 (3-0)

This course will be an introduction to the New Testament material through a study of the Gospels, Acts, and selected materials from the Epistles of the New Testament. It is recommended that the student should take the Old Testament introduction the first quarter in preparation for this second quarter. This is a suggestion and not a prerequisite. The student should emerge from this introduction to the New Testament with a deeper understanding of the Christian faith which is important to the understanding of our contemporary culture.

REL 153 THE RELIGIONS OF MAN 3 (3-0)

This course surveys the religions of man, beginning with the early primitive religion of prehistoric man, and ending with contemporary developments in Eastern and Western Religion. Special emphasis is given to Hinduism, Buddhism, Zen, Taoism, Confucianism, Judaism, Christianity, and Islam. The purpose of this course is to enable the student to appreciate the faith of other men, and to become aware of major spiritual forces in the world today.

SOCIOLOGY

SOC 151 INTRODUCTION TO SOCIOLOGY 5 (5-0)

This course begins with the definition and classification of things which pertain to human interaction. Definition of words and concerns with sociological concepts make it a typical introductory course. The scope of the course is wide enough so that most sociological problems are briefly mentioned.

SOC 261 COURTSHIP, MARRIAGE, AND THE FAMILY 5 (5-0)

This course first deals with the nature of self which is preparatory for a discussion of courtship. The emotional and down-to-earth problems of marriage are examined in considerable detail. Such problems as marital adjustment, divorces, re-marriages, careers and marriage, and in-laws are considered. The developing family is traced, and the necessity for maturity before marriage is considered. Prerequisite: SOC 151 or permission of the instructor.

SOC 271 SOCIAL PROBLEMS 3 (3-0)

This course will deal with the major social problems of our present day. Crime, poverty, mental retardation, and welfare cases constitute examples of problems to be studied. Prerequisite: SOC 151.

SPANISH

SPA 151 ELEMENTARY SPANISH I 5 (5-0)

A beginning course designed for those who have had no Spanish. The course includes much oral work, drill in grammatical principles, composition, conversation, dictation, pronunciation, and reading. Spanish 151 and 152 are equivalent to two years of high school Spanish. Senior colleges that require two years of foreign language for admission accept these courses for entrance credit or six hours elective credit. Prerequisite: None.

SPA 152 ELEMENTARY SPANISH II 5 (5-0)

A continuation of SPA 151. Prerequisite: SPA 151.

SPA 251 INTERMEDIATE SPANISH I 5 (5-0)

This course consists of a review of grammatical principles, composition, conversation, dictation, and reading. First-hand knowledge of Spanish and Hispanic America is encouraged through publications. Prerequisite: Two years of high school Spanish or SPA 152.

SPA 252 INTERMEDIATE SPANISH II 5 (5-0)

A continuation of SPA 251. Prerequisite: SPA 251.

SPA 261 SPANISH LITERATURE I 5 (5-0)

This is a study of the development of Spanish Literature from El Cid through the 18th Century. Extensive reading and reporting in Spanish. Prerequisite: SPA 252.

SPA 262 SPANISH LITERATURE II 5 (5-0)

This is a study of the development of Spanish literature, from the 19th Century, through the 20th Century. Prerequisite: SPA 261.

SPEECH

SPH 25I PUBLIC SPEAKING 3 (3-0)

A basic course in public speaking designed to give the student the poise and confidence necessary for thinking and speaking freely before an audience. Set goals in preparation and delivery of different types of speeches will be met largely by means of practice with guidance.

SPH 252 VOICE AND DICTION 3 (3-0)

Practical applications of the student's knowledge of the principles of public speaking, progressing to the more complex speaking situation. More emphasis is placed on written critiques and listening aids. Suggested for students planning to major in Education, Liberal Arts, and supporting fields. Prerequisite: SPH 25I.

WELDING

WLD 1101 BASIC GAS WELDING 1 (0-3)

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding, bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work. Prerequisite: None.

WLD 1104 BASIC WELDING AND CUTTING 6 (4-6)

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver soldering, arc and gas-arc welding methods applicable to mechanical repair work.

WLD 1105 AUTO BODY WELDING 1 (0-3)

Welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. Student runs beads, does butt and fillet welding. Performs tests to detect strength and weaknesses of welded joints. Safety procedures are emphasized throughout the course. Prerequisite: WLD 1101.

WLD 1129 BASIC WELDING 3 (2-3)

Basic characteristics of metals, equipment, its construction and operation are presented by means of audio-visuals and other educational media. Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating gas and arc welding equipment. Practice will be given in surface welding, bronze welding, silver soldering, and flame-cutting and arc welding methods applicable to mechanical repair work. Prerequisite: None.

GENERAL ADULT EDUCATION

CONTINUING EDUCATION

Mitchell Community College strives to provide academic and occupational programs consistent with the educational needs of Iredell and surrounding counties. The college provides opportunities for people to further meet their educational goals by offering programs which enable people to pursue occupational, vocational, cultural, and civic interests.

The college strives to serve the needs of the adult community by providing numerous programs of continuing education. Adult programs are held on a continuing basis and are developed according to the community's needs and interests. Courses include formal academic learning, cultural advancement, vocational and technical improvement, and personal enrichment. Any individual who is eighteen years or older or a high school graduate may be admitted to these classes.

CLASS LOCATIONS

Classes are held on campus and at various other locations throughout Iredell County. Some of the locations are South Iredell High School, Iredell Department of Correction, Mooresville, and various industries throughout the county. An extension center is located at the Woods Elementary School in Mooresville.

ATTENDANCE

Most classes are scheduled on a quarterly basis. Special workshops and industrial courses are scheduled whenever necessary. Brochures are available each quarter to provide class schedules. Announcements will be made through local news media, including radio stations and the local newspaper. Classes usually meet one to three hours each night. Regular attendance should be maintained. For courses offering certificates, eighty per cent attendance is required.

FEES AND SUPPLIES

A registration fee of $2.00 is charged for adult classes and is due at the beginning of the course. Students enrolled in courses for Adult Basic Education, Volunteer Fire Departments, local law enforcement, and the Department of Correction are exempt from the registration fee. Books are available at the college bookstore or from the instructor when the class meets. The cost of supplies varies according to individual courses.

CONTINUING EDUCATION UNIT

Continuing Education Units are awarded to all classes with the exception of Adult Basic Education and High School Diploma programs. A Continuing Education Unit is defined as "ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction." These units provide a means of recording and accounting for non-credit courses, programs, and activities.

ADULT BASIC EDUCATION

These classes are designed to assist adults in the fundamentals of English, math, reading, science, and social studies. Classes are set up in various locations throughout the county. The classes are held two nights a week and all materials are provided. In addition to small group instruction, the opportunity for assistance on a one-to-one basis exists and programmed materials are used as appropriate. These materials are written on different levels allowing for individual needs to be met. Upon completion of basic education, the student may enroll in the Adult High School program. An effort is made to offer classes each quarter in these areas: South Iredell, Mooresville, Statesville, and the Department of Correction.

ADULT HIGH SCHOOL DIPLOMA PROGRAM

Adults who have less than a twelfth grade education are given the opportunity to complete high school. Adults eighteen years of age or over may enroll. Anyone between the ages of sixteen and eighteen years of age must have written permission from the school superintendent.

Standardized tests are given for those eighteen years or over. The scores must meet standards set by the State Board of Education. The courses of study required for all students are English, science, social studies, and math. An individual may take the tests prior to enrollment. If satisfactory scores are made on each test, the individual is recommended for the Adult High School Diploma, which is awarded by the Mooresville or Statesville City Schools depending upon the address of the individual. Otherwise students must enroll in the required courses and retake the test at the end of the quarter. The adult courses are scheduled each quarter in various locations throughout Iredell County. Textbooks are available which the students purchase for their own use. Assignments are made by the instructors. The courses meet two nights a week for eleven weeks. Brochures of the scheduled classes in Iredell County are available at the Continuing Education Office.

G. E. D. HIGH SCHOOL EQUIVALENCY

Under this program, individuals may take a series of tests called the General Education Development Tests. A person's knowledge and skills are tested in five areas: literature, mathematics, natural science, English, and social studies. The Equivalency Certificate is issued by the North Carolina State Board of Education and is mailed to the recipient. The certificate is recognized as the equivalent of a high school diploma by industry, agencies of government, employers, colleges, and other organizations.

The following requirements must be met before taking the G. E. D. test:

1. Minimum age: 18
2. Residence: A legal resident of North Carolina
3. File application of a special form, which is available in the office of the Superintendent of Schools or from the G.E.D. Examiner of the Continuing Education office.
4. Application must be endorsed and approved by the Superintendent of Schools.
5. Cost: None
6. Have a valid vocational, educational, or other purpose in applying.

DIRECT STUDIES LAB

The lab enables adults to complete courses for the adult high school diploma program during the day. A laboratory co-ordinator is available from 8:00 a.m. until 10:00 p.m. Monday through Thursday and 8:00 a.m. until 5:00 p.m. on Friday. There are no regularly scheduled classes. The student can enroll and study in the lab at a time convenient to his work schedule. The age requirements are the same as those for evening classes. Materials are provided for the students and guidance is given by the co-ordinators. Programmed materials allow the student to work at his own rate of speed in many subjects.

Students may strengthen educational abilities, make up course deficiencies, upgrade knowledge related to employment, or for personal satisfaction. Subject areas which can be studied are foreign languages, reading, skills, business education, science, mathematics, health, social studies, English and chemistry.

CONTINUING EDUCATION COURSE DESCRIPTIONS

Courses listed here are offered throughout the year. Additional courses are scheduled according to need and interest. The suggestions from students and from the community are used in planning and expanding the schedule of courses to be offered. The abbreviation CEU means Continuing Education Units. One unit is equivalent to ten hours of instruction.

HUMANITIES

This classification of continuing education encompasses the area of learning which includes literature, philosophy, history, and the fine arts in the form and style that is favored by the local population.

ART A-301

ART-2001 Acrylics I – 33 hrs. 3.3 CEU's

This is a course for those who have not painted in acrylics before. It is to teach simply how to handle the media, learn about mixing colors, and begin to paint.

ART-2001 Acrylics II – 33 hrs. 3.3 CEU's

Acrylics II is a course designed for advanced students who have done acrylic painting, but would like to experiment in learning to use different techniques.

ART-2003 Bead Craft – 22 hrs. 2.2 CEU's

This course is designed to introduce students to the art of making jewelry from pearls and beads. Several methods are used to make jewelry, including crocheting, cross needle and single needle.

ART-2003 Candle Craft – 22 hrs. 2.2 CEU's

The art of making candles, which includes the melting and pouring of candles as well as the decoration of many different types.

ART-2003 Copper Enameling – 22 hrs. 2.2 CEU's

Enameling is a process of sifting a coat of enamel on metal and firing it in a kiln for two to three minutes. Students learn to make trays, bowls and earrings with a variety of finishes.

ART-2003 Needlecraft – 33 hrs. 3.3 CEU's

Needlecraft is a course which teaches the basic aspects of knitting, crocheting, and crewel embroidery. Introduction will cover basic stitches and gradual progression in all phases.

ART-2003 Needlepoint – 33 hrs. 3.3 CEU's

Instructions are given for sixteen needlepoint stitches. There will be a study of the material to be used. At the end of the course, the students will make something of their choice.

ART-2003 Furniture Refinishing – 44 hrs. 4.4 CEU's

Instruction in this course will train adults in the best procedures of refinishing furniture. Students will learn to strip furniture, prepare the wood, and apply the finishes.

ART-2004 Appalachian Square Dancing – 22 hrs. 2.2 CEU's

Instruction is given in the basic calls and movements of Appalachian Square Dancing.

ART-2004 Western Square Dancing – 22 hrs. 2.2 CEU's

Instruction is given in the basic calls and movements of Western Square Dancing.

ART-2005 Decoupage – 44 hrs. 4.4 CEU's

Students of these classes develop skills in applying decorative paper cutouts to bottles, boxes, boards, etc., to produce unique and interesting items for decorative display.

ART-2006 Drawing – 33 hrs. 3.3 CEU's

The fundamentals of design, composition and perspective will be the central theme of this course. The beginning or advanced student may work with pencil, ink or charcoal as the media to develop a skill in sketching or drawing.

ART-208 Guitar – 33 hrs. 3.3 CEU's

This course is designed to help students gain a basic understanding of and skill in playing the guitar. Students will learn notes and chords on the guitar and will be able to play a number of songs.

ART-2011 Basic & Advanced Photography – 33 hrs. 3.3 CEU's

These courses will include basic introductions to photography and nomenclature of equipment, types of cameras and their uses, basic film types and their uses, what to photograph and why, how to show what you need in a court of law, and an introduction to photography in court and review.

ART-2015 Sketching – 22 hrs. 2.2 CEU's

This course is designed to introduce students to various creative techniques of sketching. Class work involves both lecture and sketching exercises.

ART-2019 Ceramics I – 33 hrs. 3.3 CEU's

Ceramics I is designed as an introduction to the art of ceramics. Students will be involved in pouring molds, using glazes, painting, and firing.

ART-2019 Ceramics II – 33 hrs. 3.3 CEU's

Ceramics II is a follow-up course designed to meet the needs of the experienced students. These students will be involved with the use of more advanced procedures, stains, and molds.

RELIGION A-302

REL-2001 Bible Study – 33 hrs. 3.3 CEU's

This is a general Bible study in which topics such as how the English Bible came into being will be covered. Biblical themes such as grace, love, salvation and judgement will also be studied.

MATH A-501

MAT-2007 Modern Math – 33 hrs. 3.3 CEU's

This course is designed as an introductory or refresher course in modern math. Some topics that will be covered are introduction to numbers, place values, number bases other than 10, sets, and word problems.

ANTHROPOLOGY A-701

ANT-2003 Archaeology – 33 hrs. 3.3 CEU's

This course was designed for people interested in collecting Indian artifacts, and in knowing what they have found. Some topics to be covered are history of N.C. Indians, artifacts and classification, site surveys, recording and procedures of excavation.

ECONOMICS A-702

ECO-2006 Money and Banking – 45 hrs. 4.5 CEU's

Money and Banking is a basic course in banking principles. Topics to be covered range from functions of banking services to operations.

HISTORY A-704

HIS-2004 Local History – 33 hrs. 3.3 CEU's

This course is designed to teach students how to research local historical documents.

TECHNICAL EXTENSION

Extension courses in this classification are designed to equip students with the practical, industrial knowledge of a specific nature which will increase the students' technical skill.

PHYSICS: ELECTRICAL & ELECTRONICS OPTIONS S-501

ELN-3004 Radio and T.V. Repair – 66 hrs. 6.6 CEU's

This course will consist of 50 hours of study in basic electricity, 10 hours on safety methods, 22 hours on the use of test equipment, 15 hours on understanding and using schematics and diagrams, 20 hours for discussion of components, 15 hours on understanding radio and T.V. signals, and 30 hours on the use and operation of Solid State.

VOCATIONAL EXTENSION

This classification of extension courses is provided to aid students in the development of new skills, or the upgrading of existing skills, which are in demand among employees. Students are expected to develop a special degree of fitness in these classes when they apply themselves in the prescribed manner through the complete schedule of learning experiences prepared by the instructor.

ORNAMENTAL HORTICULTURE W-117

AGR-3301 Basic Horticulture – 33 hrs. 3.3 CEU's

This course deals with horticulture principles and the application of plant science fundamentals to horticulture practices.

AGR-3304 Bonsai – 33 hrs. 3.3 CEU's

Bonsai is a course designed to teach the art of dwarfing and shaping trees and shrub for arrangements.

ADVERTISING W-220

DMK-3105 FCC License Course – 66 hrs. 6.6 CEU's

This class will prepare a student to take the written examination for the Commercial Radio-Telephone 1st Class Operator Licenses. The class will cover such topics as Basic Law, Basic Operating Practice, Basic Radio-Telephone and Advanced Radio-Telephone.

HOSPITALITY W-210

HOS-3001 Basic Quantity Cooking – 60 hrs. 6.0 CEU's

This course deals with principles of interpreting menus, menu terms, recipes, measurements and other data relative to the cooking profession.

HOS-3010 Food Service Selling – 120 hrs. 12.0 CEU's

This course is designed to teach the basics of good food service selling. Some topics to be covered are the waiter and waitress, types of table service and settings, sidework, initiating the service, serving the meal, wine, and bar service.

HOS-3024 Overview of School Food Service 60 hrs. 6.0 CEU's

A basic orientation course presenting the history of school feeding, characteristics of a good program, personnel and human relations, nutrition, sanitation and safety.

HOS-3032 Procurement in School Food Service – 60 hrs. 6.0 CEU's

This course is designed for directors of school food service. It covers such items as organization, menu planning, marketing expertise, nutrition and evaluation.

REAL ESTATE W-227

DMK-3502 Real Estate – 33 hrs. 3.3 CEU's

This course will cover the many facts of the real estate business. Topics to be covered are sales, promotions, contracts, legal aspects, as well as other relevant subjects.

HEALTH AND SAFETY
AMBULANCE ATTENDANT W-330

EMT-3028 Emergency Medical Technician – 81 hrs. 8.1 CEU's

This class is designed for ambulance attendants and any others who are interested. Classes of this nature are necessary for people who deal with emergency situations. Seventy-one hours are spent in class and ten hours are spent working in an emergency room.

NURSES AIDE W-337

NUR-3018 Lamaze – 24 hrs. 2.4 CEU's

Lamaze is a course designed for prospective parents who are interested in natural childbirth.

NUR-3023 Nurses Assistant – 50 hrs. 5.0 CEU's

This course is designed in such a manner that after its completion students will be able to qualify for hospital positions as nurses aides.

HOME ECONOMICS
CLOTHING AND TEXTILES W-541

HEC-3103 Sewing I – 33 hrs. 3.3 CEU's

This course offers the basic techniques in clothing construction such as taking measurements, finding the correct figure type, choosing the pattern, buying materials on the market today, altering patterns, preparing and constructing garments.

HEC-3104 Sewing II – 33 hrs. 3.3 CEU's

This sewing class is the second in a series of courses to train women in correct sewing techniques.

HEC-3101 Sewing III – 33 hrs. 3.3 CEU's

Sewing III is designed as a general sewing class which deals with the basic techniques of tailoring, which includes establishing firmness of shape and precision in fit in a tailored garment.

HEC-3106 Tailoring – 33 hrs. 3.3 CEU's

Tailoring is the construction of detailed clothes such as suits, coats, dresses and formals.

HEC-3114 Sewing with Knits – 33 hrs. 3.3 CEU's

Instruction for sewing knit fabrics includes measuring a pattern, cutting out garments, construction of garments and matching stripes. Suggestions will be given on construction of women's slacks, and construction of men's slacks.

HEC-3105 Crocheting – 22 hrs. 2.2 CEU's

In this course the student learns the different stitches and their abbreviations, how to read a pattern and how to regulate stitches. They also learn to increase and decrease stitches where needed.

HEC-3109 Knitting – 22 hrs. 2.2 CEU's

This course is designed to increase one's knowledge of stitches and procedures used in hand knitting. Abbreviations, symbols, terms, types of yarn used in knitting are also discussed.

FOOD PREPARATION W-542

HEC-3203 Cake Decorating I – 22 hrs. 2.2 CEU's

This class deals with the basic techniques of beginning cake decorating. Emphasis is placed on learning a variety of flowers, a few simple borders, and proper assembly of a cake. The last night of class groups of 4-6 students assemble a two-tier wedding cake.

HEC-3203 Cake Decorating II – 22 hrs. 2.2 CEU's

Cake Decorating II is a continuation of basic cake decorating. Skills covered include more elaborate borders, the use of meringue icing, more flowers, and the construction of a three tier wedding cake by each student.

INTERIOR DESIGN AND DECORATING W-545

HEC-3304 Flower Arranging – 33 hrs. 3.3 CEU's

Flower arranging is the study and practice of art forms and principles of flower arranging. It includes the use of flowers, containers, accessories and arrangements for special occasions.

HEC-3305 Interior Design 33 hrs. 3.3 CEU's

The aim of this class is to inform persons in the art of decorating houses or apartments. A study is made of house plans, carpeting, draperies and accessories. Suggestions are given for the selection of items to give a room or house a new look.

OFFICE

ACCOUNTING/BOOKKEEPING W-750

BUS-3002 Bookkeeping – 44 hrs. 4.4 CEU's

This course is for the person who has had no previous experience in bookkeeping. Instruction will cover the proper method of keeping records, including journalizing, posting, trial balance, and statements.

GENERAL CLERICAL W-753

BUS-3204 Hospital Ward Clerk – 44 hrs. 4.4 CEU's

This class teaches medical terms and correct procedures of doing the paper work that a ward secretary comes in contact with. After the completion of this course one can qualify for work as a ward secretary.

SECRETARIAL AND RELATED W-754

BUS-3403 Basic Shorthand – 44 hrs. 4.4 CEU's

This is a course in fundamental procedures and basic instruction for shorthand outlines. Instruction will be given on all outlines used in shorthand.

BUS-3404 Shorthand II - 44 hrs. 4.4 CEU's

This class is designed for students who have mastered the fundamentals of shorthand and who are interested in gaining speed in writing and transcribing.

TYPING AND RELATED W-758

BUS-3502 Typing I – 44 hrs. 4.4 CEU's

Typing I is an introduction to the touch typewriting system. Instruction will emphasize correct typing techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.

BUS-3503 Typing II – 44 hrs. 4.4 CEU's

This class will place emphasis on speed and accuracy with further mastery of correct typewriting techniques.

PERSONAL IMPROVEMENT W-762

BUS-3603 Parent Effectiveness Training – 24 hrs. 2.4 CEU's

Parents are given training in forms of verbal communication that are designed in helping their children overcome their personal problems. They are also given skill training in specific methods of preventing conflicts between themselves and their children. Parents are taught the hazards and harmful effects of using the "win-lose" method of conflict resolution.

TRADES AND INDUSTRY
AIR CONDITIONING W-970

AHR-3001 Refrigeration and Air Conditioning – 66 hrs. 6.6 CEU's

This course is a study of the operation of refrigerators and air conditioners, which will enable an individual to make repairs. Basic electrical principles and mechanical difficulties are emphasized.

BLUEPRINT READING W-972

BPR-3001 Blueprint Reading – 33 hrs. 3.3 CEU's

Students in this course will be introduced to the principles of interpreting blueprints and trade specifications that are common to the building trades.

ELECTRICAL CONSTRUCTION W-984

ELC-3002 Residential Wiring – 33 hrs. 3.3 CEU's

This course is designed to teach the fundamental practices of residential, commercial, and industrial wiring.

MASONRY W-975

MAS-3001 Bricklaying – 66 hrs. 6.6 CEU's

This will be an introductory course to the art and skill of bricklaying. Topics to be covered include laying straight walls, fireplaces, lattice work, and corners.

METALWORKING W-980

WLD-3003 Basic Welding – 33 hrs. 3.3 CEU's

This course is designed as an introduction to the art of welding. Students take a brief look at all methods of welding without too much emphasis on any one type.

WLD-3004 Arc Welding – 33 hrs. 3.3 CEU's

This course is the study of the arc welding process, welding machines and accessories, types of metals and identification, and additional information related to the welding process.

SMALL ENGINE REPAIR AND SERVICES W-986

AUT-3501 Small Engine Repair – 33 hrs. 3.3 CEU's

A practical course in the repair of small air-cooled gasoline engines such as those found on lawn mowers, tillers, or mini-bikes.

WOODWORKING OCCUPATIONS W-988

WWK-3005 Woodworking I – 33 hrs. 3.3 CEU's

This course is designed to help the woodworking enthusiast in the use, care, and safe practice of basic hand and power tools.

WWK-3004 Wood Carving – 33 hrs. 3.3 CEU's

This course is designed to teach the techniques of wood carving. Students learn the correct tools to use, and the types of wood to use for whittling and for good carving.

MANAGEMENT DEVELOPMENT PROGRAMS

Courses offered in this program are designed to exert personal qualities of leadership and supervisory competencies. The purpose of each course is to offer practical applications to present needs of the company.

Certificates are awarded when a person satisfactorily completes the course and attends 80% of the class meetings. Upon completion of 160 hours a diploma is awarded. Some of the courses which are available are listed below:

MANAGEMENT DEVELOPMENT PROGRAM W-979

MDP-28 hrs. Pre-Supervisory Training (PST) 2.8 CEU's

Pre-Supervisory Training is designed to prepare employees who are being considered for supervisory positions for the level of work which they will be expected to perform. Some topics covered are personnel relations, organizations, and job responsibility.

MDP-44-46 hrs. Principles of Supervision 4.4-4.6 CEU's

This course is designed to deal with the basic and general principles of effective supervision techniques. The course is broken down into seven distinct parts. Some of these include fundamentals of supervision, communications, how to train employees and job evaluation.

MDP-10 hrs. Job Relations 1.0 CEU's

The Job Relations course is concerned with the fundamentals of human relations. Some areas of study in this class will be the fundamentals of human relations, bases for decision and taking preventive action.

MDP-18-20 hrs. Human Relations 1.8-2.0 CEU's

This course emphasizes the development of the science of Humanics. Topics to be covered will include machines and the human element, the personal needs that stimulate behavior, leadership and supervision, and techniques for handling people.

MDP-22 hrs. Art of Motivating People 2.2 CEU's

This course is designed to motivate employees in relation to production. Emphasis will be placed on specific problems in the area of motivation.

MDP-22 hrs. Economics in Business and Industry 2.2 CEU's

This course is designed to give supervisors a better understanding of the American Free Enterprise System and how it operates. Included in this course are the five basic principles of capitalism, the function of government and its responsibility to the people.

MDP-22 hrs. Effective Communications 2.2 CEU's

This course places emphasis on clear and forceful oral, written, and implied communication. It gives supervisors an opportunity to improve their effectiveness in day-to-day communications with employees.

MDP-22 hrs. Effective Writing 2.2 CEU's

Effective writing is designed to help foremen and supervisors improve their writing skills in reports, letters and memoranda which are necessary in daily operations.

MDP-15 hrs. Effective Speaking 1.5 CEU's

Emphasis in this course is placed on the theory and practice of the art of self expression. A guide is provided for the supervisor to follow in helping him overcome fear and self-consciousness when addressing a group.

MDP-20 hrs. Speed Reading 2.0 CEU's

This course is designed to broaden the span of perception and recognition, and to increase the speed and comprehension in reading for those in business and industry.

MDP-10 hrs. Job Methods 1.0 CEU's

This course is set up in five two hour sessions. Emphasis is placed on the importance of finding more efficient ways of completing tasks. Each participant is given a chance to study and submit a proposed method improvement project.

MDP-15 hrs. Instructor Training 1.5 CEU's

This course is designed to provide the future supervisor-instructor with an approved method of instruction based on the basic principles of learning, which will enable him to teach others the related technology or manipulative skills of his trade.

MDP-22 hrs. Industrial Safety and Accident Prevention 2.2 CEU's

This course provides the supervisor with a systematic approach to a better understanding of safety and accident prevention problems. Special emphasis if given to preventive safety measures and understanding the causes of accidents and injuries.

MDP-10 hrs. Industrial First Aid 1.0 CEU's

The aim of this course is to give the basics of first aid techniques to supervisors who will be confronted with injuries from accidents likely to occur in the work area. Also covered is factual information for the temporary treatment of sudden illnesses, attacks, and seizures on the job.

MDP-40 hrs. Supervision in Hospitals 4.0 CEU's

This is a training course similar to MDP-1, which has been developed specifically for hospital supervisors. This course covers supervisory areas of human relations, leadership, job methods, housekeeping, and training subordinates.

MDP-10-12 hrs. Labor Laws 1.0-1.2 CEU's

This is an introductory course for supervisors to introduce them to the important labor laws so that they may know the legal responsibilities of supervisors and what legal protection is available to business and its employees.

MDP-12 hrs. Employee Evaluation and Interviewing 1.2 CEU's

This course provides fundamental information and basic guides for setting up and using a sound employee evaluation program in relation to what is expected of the supervisor.

MDP-12 hrs. Job Instruction Training 1.2 CEU's

This course covers such points as how to get thorough analysis of the job to be taught, how to develop skills in the art of teaching, an understanding of the individual as a learner, and an appreciation of the employee's part in the organization.

NEW AND EXPANDING INDUSTRIES

New and Expanding Industry Training is primarily concerned with the development and administration of programs designed for the purpose of training new employees. This institution, in cooperation with the Industrial Services Division of the State Department of Community Colleges, will design and administer a special program for training the production manpower required by any new or expanding industry creating new job opportunities.

FIRE SERVICE TRAINING

Area fire schools are held to train personnel about techniques and use of new equipment. Classes are held at the municipal and volunteer departments. Other courses are planned upon request. Fire service classes include the following:

FIREMANSHIP W-982

FIP-42 hrs. Introduction to Firefighting 4.2 CEU's

This course is designed for use where firemen must be trained for service as quickly as possible and for departments that have been active not more than two years, and have had no formal training. Topics can be arranged according to the needs established by the fire chief and instructor.

FIP-9 hrs. Forcible Entry .9 CEU's

Forcible entry means the opening of or the breaking through an enclosure that cannot be opened by conventional means. This course includes the breaking of a lock, prying open of a door or window, opening floors and roofs.

FIP-6 hrs. Rope Practices .6 CEU's

Rope work involves all the knots and hitches necessary for hoisting tools, ladders, hose, extinguishers, and for the splicing, care and storage of lifelines and handlines.

FIP-9 hrs. Portable Fire Extinguishers .9 CEU's

This course is designed to discuss techniques in the proper selection, use and operation of extinguishers to safeguard life and property. It also trains one to be able to select, use and recommend fire extinguishers that are properly suited for the condition that may exist.

FIP-9 hrs. Ladder Practices .9 CEU's

Emphasis in this course is placed on team work and smooth continuous movements which are essential to develop speed and avoid injury. The course incorporates ladder information and practices in type, design and construction, methods and techniques of handling ladders and inspection and care of ladders.

FIP-9 hrs. Salvage and Overhaul Practices .9 CEU's

This course is designed to present approved techniques in the use and care of salvage equipment used to reduce property damage during any emergency. Overhaul practices cover approved techniques of operation and procedures by which these conditions can be handled.

FIP-12 hrs. Fire Stream Practices 1.2 CEU's

This course covers information on the efficient service of pumps, hose and nozzles. Also covered are specific fire stream requirements and methods of calculating fire streams.

FIP-12 hrs. Fire Apparatus Practices 1.2 CEU's

This course deals with the proper care and operating practices of motorized fire apparatus. Some topics included are fire apparatus, requirements, special mechanical features and functional equipment (pumpers and aerial ladders), and caring for fire apparatus.

FIP-9 hrs. Ventilation .9 CEU's

This course is designed to aid one's understanding of what happens inside a building when it fills with smoke from a smouldering fire, and what is to happen if the condition is handled improperly.

FIP-12 hrs. Rescue Practices 1.2 CEU's

Rescue work is an important function of the fire service. This guide will describe good practices in the careful removal of people from hazards due to fire, explosions, storms, earthquakes, and any other occurance that seriously disrupts normal conditions.

FIP-9 hrs. Protective Breathing Equipment .9 CEU's

The purpose of this course is to increase one's knowledge of the operation of protective breathing equipment, and the correct method of wearing it.

FIP-12 hrs. Fire Fighting Procedures 1.2 CEU's

This outline discusses ways and means of applying a plan to a course of action, and to provide a system by which firefighting procedures may be selected, applied, and improved upon to meet the needs of a local situation.

FIP-no minimum Fire Brigade Training for Industry No minimum CEU's

In order to avoid major industrial plant fire losses each plant should maintain a well-trained fire brigade. Each brigade should be ready to meet the needs of the plant which it serves. These brigades do not replace the fire departments but they can and do play a big part in the initial steps taken to prevent costly fires.

FIRST AID

The following is a list of the courses taught in first aid. Upon completion of any one of these courses you are qualified for Red Cross Certification.

Multi-Media First Aid	12 hrs.
Standard First Aid	18 hrs.
Advanced First Aid	52 hrs.

These courses and others are also designed to meet the Occupational Safety and Health Act requirements.

LAW ENFORCEMENT TRAINING

In order to upgrade law enforcement personnel, courses are planned to meet local needs. Riot Control, Police Firearms, Supervision for Law Enforcement, and Pursuit Driving have been taught. Courses are planned in cooperation with the policemen, state highway patrol, and sheriff's office. We also offer a Police Recruit School under the Minimum Standards Act of North Carolina.

ORGANIZATION

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Phyllis Travis	Registrar
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Learning Resources Center

Marcia Bradshaw	Director
Hazel Waugh	Library Technician
LaVerne Sloan	Media Technician
Dorothy Poole	Circulation Clerk
Bonzia Moose	Processing Clerk

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Artuso, Marthe . . . . . Music
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Blalock, Robert D. . . . . Job Placement Officer
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Certificate, National Electrical Contractors Association; Professional training, Catawba Valley Technical Institute; Academic Study, North Carolina State University

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B.A., Converse College; M.A., Fordham University

Harrelson, Homer L. . . . . Air Conditioning and Refrigeration
Certificate, Cape Fear Technical Institute; Academic Study: University of Maryland and Florida State University

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Turbeville, Darlene . . . . . Graphics Assistant

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Leonard Davis . . . . . Maintenance
Charlie King . . . . . Maintenance
Dick Medlin . . . . . Maintenance
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Annie Torrence . . . . . Cafeteria Helper